



April 2016
FLSA: NON-EXEMPT

COMPLIANCE PROGRAM COORDINATOR

DEFINITION

Under general direction, plans, coordinates and administers a District operational program area; performs the most difficult and complex work in areas of the Asbestos Program, Mutual Settlement Program, Hearing Board Orders, Compliance Agreements, and Respirator Safety Program; may coordinate a small group of professionals and/or contractors; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Supervising Air Quality Compliance Inspector or Engineering and Compliance Manager. Provides functional and technical direction to lower-level Compliance Division staff.

CLASS CHARACTERISTICS

This is a program coordinator class responsible for the development and ongoing program coordination for complex special enforcement programs. Incumbents are expected to act in a lead capacity, having formal responsibility for coordinating, training, and reviewing the work of other staff dedicated to assigned enforcement programs. Incumbents are further expected to possess the knowledge and skills to independently coordinate and administer enforcement programs. This class is distinguished from the classification of Supervising Air Quality Compliance Inspector in that the latter has full supervisory responsibility for and coordinates the work of all staff assigned to the Compliance Division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the administration of the Mutual Settlement Program, including the review of reports of noncompliance to identify evidentiary elements and the issuing of notices of violation; reviews responses to violation notices; participates in conferences and settlement negotiations.
- Participates in case development for violations of air quality rules and regulations; recommends resolutions for cases; determines monetary settlements for violations; conducts hearings with regulated businesses and industries for the purpose of negotiating settlements for emission violations.
- Assists prosecution attorneys in developing and preparing civil and criminal cases; explains methods of air contaminant emission controls and, with approval of management staff, provides the District's recommendations concerning the extent of penalties to the court.
- Develops and coordinates the Asbestos Compliance Program; provides information to contractors and building owners regarding asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations; consults with local building departments to identify and prosecute non-

notifiers; reviews all notifications and building surveys of renovation and demolition for compliance and correct fees; determines which projects should be inspected; targets and schedules field inspections of all demolition and renovation projects; conducts asbestos inspections; participates in periodic training regarding asbestos regulations; assists in rule development for the Asbestos Compliance Program and related fees.

- Represents the District before the Hearing Board.
- Prepares draft orders, staff reports, and provides testimony for all variance applications.
- Represents the APCO in hearings conducted by the Hearing Board such as those relating to variances and abatement orders.
- Prepares drafts and final compliance agreements for consideration and approval.
- Administers the asbestos safety program for field employees; conducts onsite safety training for procedures in asbestos and other field hazard recognition, and protective equipment and investigative techniques; oversees maintenance of safety and other related equipment related to the program.
- Coordinates the District Asbestos Respirator Program and ensures compliance with Occupational Safety and Health Administration (OSHA) rules and regulations; reviews the program periodically to determine effectiveness; coordinates annual training, fit testing, and medical monitoring of respirator program staff.
- Reviews evaluations performed by staff including calculations, assumptions, staff reports, rule interpretation, and control technology; determines enforceability of permit conditions, consistency with departmental practices and policies, initial inspection reports, fee determinations and assessments, and other related reports, permits or documents.
- Assists staff and the public with issues related to stationary source, mobile source or air toxics enforcement, permitting, rule compliance, and other related programs; interprets and explains rules, policies, and procedures to others.
- Develops policies and procedures for program operation and staff activities; assists in preparation, presentation, and monitoring of annual budget.
- May train, supervise, and evaluate staff on a project or as-needed basis; assists with the selection of new employees.
- Conducts inspections and investigation of asbestos demolition projects for compliance with District rules and regulations determines adequacy of emission control equipment and procedures; makes periodic inspections to ensure proper operation; investigates cause of reported compliance failures, remedial action taken, and compliance with District regulations.
- Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate actions to resolve problems; performs surveillance for non-permitted sources.
- Coordinates and participates in special investigations; surveys area while on duty for visible emissions or odors; investigates new and existing businesses for compliance with District rules and regulations.
- Prepares reports, letters, memos, and other documents regarding violations, complaints, air pollution or toxic substance sources, program progress, and other relevant topics.
- Coordinates scheduling and planning of assigned program activities with federal, state, county and other local governmental agencies; acts as liaison with regulatory agencies for specific programs.
- Meets with key decision makers from industry to discuss applicability and effects of existing, new and/or proposed regulations on their facilities; represents the District on committees, workshops, conferences and at public activities, and board meetings; plans, arranges for, and coordinates public workshops, special conferences, and public hearings on rules, issues and actions.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- May coordinate other programs of the division on a temporary or intermittent basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of program and project management and work organization.
- Concepts of basic process and control equipment.
- District rules and standards pertaining to air pollution control.
- Industrial processes and related mechanical, electrical and chemical systems.
- Investigation procedures, including investigations of asbestos contamination.
- Federal National Emissions Standards for Hazardous Air Pollutants (NESHAP) asbestos regulations.
- Physical evidence gathering.
- Photographic document techniques.
- Hazards of inspection work.
- Sources, types and characteristics of air contaminants.
- Commercial and industrial safety and hazardous materials practices and procedure.
- Air toxic control measures.
- Basic supervisory principles and methods and techniques of training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Research and develop various inspection and complaint investigation methods, techniques, and procedures.
- Detect violations of air pollution control laws.
- Read and interpret blueprints and specifications.
- Analyze a variety of enforcement related problems and recommend solutions.
- Provide lead direction, instruction, and training.
- Understand, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; prepare reports.
- Make instructional presentations.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Respond to issues and concerns from contractors, homeowners, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Deal constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet District's needs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including commercial and industrial sources, and other regulatory agencies.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in engineering, biology, the physical sciences, or a related field, and four (4) years of experience in air pollution control inspection or two (2) years of experience as an Air Quality Compliance Inspector II or III with the MBUAPCD. Highly related industrial and technical expertise can substitute for college degree on a year for year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver License.
- Possession of, or ability to obtain, a Visible Emissions Evaluation Certification from the California Air Resources Board.
- Possession of, or ability to obtain, a Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certification.
- Training pursuant to the Environmental Protection Agency Model Accreditation Plan (MAP). In addition to the initial training, asbestos professionals must take annual refresher training.

PHYSICAL DEMANDS

Position requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision and color vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or less is also required. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, work after-hours as required, and perform on-call duties.

ENVIRONMENTAL ELEMENTS

Incumbents occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas and other vapors. Incumbents may be required to wear protective clothing and breathing equipment while working around asbestos or other toxins. Additionally, employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.