



**April 2016**  
**FLSA: EXEMPT**

## **ENGINEERING SUPERVISOR**

### **DEFINITION**

Under general direction, supervises, coordinates, and participates in District professional engineering reviews of emission sources and evaluation of applications for permits to construct and operate; coordinates and implements the annual permit renewal process; oversees District staff engaged in special projects related to the work of the Engineering Division; may act for the Engineering and Compliance Manager as needed for Engineering related activities; provides technical support and assistance to the public and other divisions; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Engineering and Compliance Manager. Exercises general direction and supervision over Engineering Division staff.

### **CLASS CHARACTERISTICS**

This is the supervisory level class in the Air Quality Engineer series responsible for supervising, coordinating, and participating in the work of all Air Quality Engineering staff within the District. This class is distinguished from the classification of Engineering and Compliance Manager in that the latter is responsible for the overall management of the Engineering and Compliance Divisions.

### **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.*

- Supervises and participates in emissions evaluations and the issuance or denial of permits to construct and/or operate air-contaminating equipment; develops and revises permit processing procedures, policies, standards and data forms.
- Participates in and supervises the continuing study of air pollution emissions from stationary sources; evaluates and makes recommendations of plans to reduce air pollution.
- Reviews and participates in permit evaluations and permit issuances to ensure proper inclusion of applicable rules and regulations, accuracy in emission calculations, and consistency and readability of enforceable operating conditions.
- Provides engineering assistance for the emissions banking program of all industry in the area served by the District, Federal Operating Permits, and source testing program to more accurately reflect specific job responsibilities.
- Interviews and makes hiring recommendations; evaluates the performance of subordinates; participates in the implementation of discipline of subordinates; trains new engineers in permitting

- procedures; provides technical guidance and rule interpretation to engineers and other technical staff; prepares new permit applications and/or projects for assignment.
- Coordinates and generates renewal fee billing information; provides tracking, permit reviews, and follow-ups associated with annual renewal inventory and facility update submittals; reconciles and journals permit renewal lists and annual renewal inventory and facility update forms; manages and maintains the permit database.
  - Meets with industrial representatives to discuss modifications recommended for compliance with air quality rules and regulations; provides information to applicants, consultants and public regarding permit requirements and District air quality rules and regulations.
  - Participates or leads in rule development and implementation related to permitting; fills in for the Engineering and Compliance Manager in his/her absence for Engineering related activities.
  - Prepares and administers the Engineering Division budget and monitors expenditures.
  - Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of project management and work organization.
- Methods and techniques of supervision, training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Budget techniques and practices; best practices for resource evaluation and budget management.
- Principles, practices, methods, and procedures of chemical, mechanical, and environmental engineering.
- District policies and procedures.
- Source test design and operations.
- Evaluation of test protocols.
- 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, 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:**

- Analyze and solve engineering problems involving advanced processes and control equipment.
- Maintain working relationships with staff, public, commercial and industrial sources, and other regulatory agencies.
- Understand and apply District, state and federal rules, and regulations.
- Prepare technical reports and presentations.
- Plan, organize, train, evaluate, motivate, and direct work of assigned staff.
- Prepare the Engineering Division budget.
- Perform mathematical and engineering calculations quickly and accurately; understand, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.

- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Respond to issues and concerns from contractors, homeowner, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- 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 chemical, environmental, or mechanical engineering and five (5) years of experience in air pollution control engineering with one year of experience in a lead or supervisory capacity, or two (2) years of experience as an Air Quality Engineer III with the MBUAPCD.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver License.

**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 and drive motorized vehicles when visiting businesses or construction sites.

**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.