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**Enforcement Coordinator**

**Hourly pay: \$20.00/hr. Estimated hours per week: 10-20**

**DEFINITION**

This is a part-time, seasonal position with the Air District. The funding for this position relies solely on the three (2) EPA Targeted Airshed Grants that have been awarded to the Greater Portola PM2.5 Nonattainment area. This position will terminate April 30<sup>th</sup> 2025. This position is dependent on the U.S. EPA continuing to provide agreed-upon grant funding for these three grants.

Under general supervision, this position, with assistance from other District staff will work with the wood burning curtailment program associated with the two grants:

Enforcement of mandatory woodstove curtailment program, including but not limited to enforcing District Rules by way of driving, visual observation, and public education duties, where assigned; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents are expected to work under supervision in their area of assignment, which requires becoming familiar with air pollution control, and related District, State, and Federal rules and regulations. Must be able to follow procedures, work semi-independently, deal well with the public and industry, and always conduct themselves in a professional manner.

**EXAMPLE OF DUTIES**

Duties may include all or part of the following, as assigned by the APCO.

Work early mornings and late evenings, either as a split shift or on a rotating basis as the need arises. The purpose of these hours is to observe smoke output during the cold inversions.

Attend City of Portola city council meetings and staff meetings, as needed. Attend meetings with District staff and the California Air Resources Board and Environmental Protection Agency, as needed.

Work on enforcing the City's mandatory woodstove curtailment ordinance with assistance from District staff. This could include coordinating with local city code enforcement officer.

Work on enforcing the Districts woodstove curtailment rule with assistance from District staff. This could include coordinating with local city code enforcement officers or other county officials.

Be able to issue educational material, warnings, and fines to offenders of the city ordinance in accordance with the Targeted Airshed Grant workplan and District Rule.

Work on public education materials for various programs with assistance from District staff.

Maintain daily records of opacity observations in spreadsheets and how they were dealt with. Provide the District monthly summaries of observations and actions taken. Include feedback from the public, the outreach technique used, and the outcome of each interaction.

Maintain daily telephone and website updates with the current curtailment forecasts to keep the public informed. Communicate any inability to achieve this task with other staff to ensure the phone line and website are always kept current.

Must perform other duties as assigned.

**WORKING CONDITIONS**

This position requires the ability to think clearly, meet deadlines, maintain stamina for detailed sedentary work, and accurately

represent communications in oral and written form. Must be able to perform multiple tasks simultaneously. Requires the use of a personal computer and various related equipment, copy machine, telephone, answering machine, fax machine, filing cabinets, cameras, tape recorders, and assorted special inspection equipment. Work is of a highly detailed nature, requiring alertness, concentration, and the ability to recall information. Must be willing and able to travel to meetings, as assigned, and drive in icy and snowy conditions. Physical demands include carrying up to 50 pounds, climbing ladders and stairways, balancing, crouching, grasping, hearing, kneeling, lifting, pulling, seeing close and far, seeing color, seeing depth, sitting, standing, stooping, talking, walking, and driving. Must be able to work under various potential exposures, such as cold weather temperature extremes, airborne particles, caustics, chemicals, electric current, fumes, high places, moving parts, noise, odors, toxicants, vibration, muscular and visual strain, and varying weather.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license. Must meet the automobile insurability requirements of the District. This position will require the applicant to use their personal vehicle to drive the city limits 1-2x per day on a curtailment day.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

The Federal Targeted Airshed Grant requirements as outlined in the workplan approved by the US Environmental Protection Agency. Personal computer experience is required.

#### Ability to:

Understand and follow oral and written instructions; learn and apply local air pollution regulations; follow guidelines in the workplan for the Targeted Airshed Grants. Additionally, must be able to reach sound conclusions; analyze situations and take effective action; establish and maintain effective, cooperative working relationships; utilize personal skills to handle difficult people and situations tactfully and professionally; prepare clear, complete, and technically accurate reports; speak and write effectively; observe safe work methods and practices.

Education and Experience: Any combination of education, training, and experience which provides the required knowledge and abilities. A typical way to obtain this knowledge and abilities would be:

Bachelor of Science degree from an approved university or college OR two years of experience in an applicable field.