
AIR POLLUTION CONTROL SPECIALIST I

(Classification Series Specification)

\$45,676.80-\$55,515.20 Annual

DEFINITION

Under general supervision, to perform a variety of assignments to provide information and assistance with respect to inquiries and questions concerning the assigned area of air pollution control and related compliance; performing a variety of enforcement, compliance, air monitoring, and public educational duties, where assigned; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to work under supervision on their area of assignment, which requires background and experience in 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 conduct themselves in a professional manner at all times.

EXAMPLE OF DUTIES

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

Conduct field inspections and investigations of existing and potential air pollution sources to insure compliance with all applicable air pollution rules and regulations. Investigate citizen complaints, prepare carefully documented inspection reports, write legal enforcement citations for violations of air pollution rules and regulations, develop case files, work with the District Attorney's office, present evidence, and appear as a witness.

Issue open burning permits. Develop and promote alternatives to open burning. Review prescribed burn plans to assure elements are included to insure minimized smoke impact on the public.

Operate air monitoring equipment per a schedule, analyze collected air monitoring data, develop air monitoring reports, conduct special studies, and make recommendations as to sampling site locations, necessary equipment instrumentation, etc. Maintain and calibrate monitoring and measurement equipment; oversee instrumentation audits, maintain monitoring parts and supply inventory; provide technical support.

Serve as the District representative on various committees, subcommittees.

Apply scientific methods and principles in the identification, study, and solution of air pollution problems. Develop computer tracking systems to store, process, and retrieve data using a personal computer and a variety of software.

Develop recommendations, provide support, and implement strategies to reduce motor vehicle related air pollution. Areas of involvement may include clean/alternative fuels, zero emission vehicles, and other technology-oriented strategies consistent with the goals of the California Clean Air Act.

Assist with the development of new regulations by conducting surveys of the public, industry and other air agencies.

Conduct emissions estimates, complete emissions inventory reports, and other simpler tasks.

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 a multiple of 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, air monitoring equipment, 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. Physical demands include carrying up to 50 pounds, climbing ladders and stairways, balancing, crouching, feeling, fingering, grasping, hearing, kneeling, lifting, pulling, seeing close and far, seeing color, seeing depth, sitting, standing, stooping, talking, and walking. Must be able to work under various potential exposures, such as 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. Within six months of hire, must possess a certificate for *Visual Emissions Evaluation*. Re-certification must be completed every six months to maintain current status.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic principles of chemistry and physics; Federal and State air quality rules and regulations, basic technical principles of emission processes and control techniques, pollutant measurement methods and health effects. Personal computer experience is required. General principles of air pollution control; comprehensive, methods and techniques of investigation, inspection, emissions measurement, and resolution of air pollution problems; functions and operations of related, allied agencies and community organizations; general understanding of all applicable Federal and State air quality rules and regulations, with areas of specialization, and a detailed, comprehensive knowledge of District rules and regulations; and principles and techniques of emissions estimating and inventorying.

Ability to:

Understand and follow oral and written instructions; learn and apply air pollution laws, rules, and regulations; learn principles of inspection, investigation, and enforcement; collect environmental data; analyze data and reach sound conclusions; apply scientific methods and principles; 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 these knowledge and abilities would be:

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