

GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

Air Quality Specialist I/II

Summary

Under general supervision, processes applications for permits to construct and operate; inspects air pollution sources to ensure compliance with air pollution control regulations and rules; and performs other related duties as required.

Distinguishing Characteristics

Air Quality Specialist I — This is the entry and training class of the series. Incumbents learn inspection procedures, industrial processes and enforcement regulations.

Air Quality Specialist II — This is fully experienced, journey level class of the series. Incumbents work under general supervision and perform the full range of inspection and permit processing duties.

Principal Duties

(Any one position may not include all duties listed, nor do the examples listed cover all the duties that may be performed.)

Processes permit applications; checks applicant's compliance with District rules and regulations; evaluates control levels for proposed air pollution control devices; drafts letter of acceptance or denial; determines permit fees, prepares construction and operation permits.

Enforces District rules and regulations regarding air pollution control; annually inspects each industrial site and verifies compliance; responds to complaints; discusses compliance problems with sources; issues violations notices; responds to inquiries orally and in writing regarding air pollution regulations.

Reviews source files for pertinent data; maintains records and prepares reports regarding violations, complaints, contacts, special investigations, breakdowns, and violation follow up; documents sources of air pollution, control equipment, methods of operation and related data; requires observes and analyzes the results of source testing for permit and enforcement purposes.

Maintains data base files and records of emission inventories for criteria and non-criteria pollutants; prepares periodic reports of data; reviews toxic emissions inventory plans, reports and risk assessments.

Employment Specifications

Knowledge of:

Both Classes — principle of physics, chemistry, and engineering related to air pollution control.

Air Quality Specialist II — Principles and concepts of control equipment; District rules and standards pertaining to air pollution control; industrial, geothermal and mining processes and related mechanical, electrical and chemical systems, investigation procedures; sources, types and characteristics of air contaminants.

Ability to:

Both Classes — Analyze technical problems and recommend solutions; prepare technical reports and presentations, read and interpret air pollution control engineering plans and test data.

Skill in:

Both Classes — Use of computer software applications.

Education and Experience:

Air Quality Specialist I — Graduation from college with major course work in engineering, biology, or the physical sciences and two years of experience in monitoring, source testing, industrial control processes, or a related field or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Highly related industrial and technical experience can substitute for college course work.

Air Quality Specialist II — Graduation from college with major course work in engineering, biology, or the physical sciences, and two years experience in air pollution control inspection or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Highly related industrial and technical experience can substitute for college course work.

Physical Demands:

Both Classes: This job is a combination of field and desk work. Field work involves active physical work without prolonged heavy exertion. On feet much of the time involving bending, stooping, squatting, twisting, reaching, and working on irregular surfaces. Occasionally required to climb ladders and work at elevated heights.

Special Requirements:

Both Classes: A valid California driver's license to operate equipment. Medical certification for use of a respirator for inspections involving asbestos.

Air Quality Specialist I — Bi-annual certification by the Air Resources Board in Visible Emission Evaluation.

Air Quality Specialist II — Bi-annual certification by the Air Resources Board in Visible Emission Evaluation.

Working Conditions

Intermittent to frequent exposure each week to unpleasant elements such as dust, fumes, vapor, high noise levels and outside weather conditions. Computer is used on a daily basis.