



AIR QUALITY ENGINEERING SUPERVISOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under limited supervision, plans, organizes, supervises and reviews the work of permit and inspection staff; participates in assigned air quality engineering and compliance activities; performs related work as assigned.

CLASS CHARACTERISTICS:

This class provides both first level supervision and professional engineering and compliance services in support of the District's goals and objectives. Incumbents are responsible for supervising the work of assigned staff and for ensuring adherence to the District's policies and procedures in the performance of a wide variety of air quality engineering and compliance activities and for reviewing and evaluating permits, engineering evaluations, inspection reports, violation notices and enforcement case preparation. This class is distinguished from the Manager position in that the latter has overall managerial responsibility for all compliance activities within the District.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

- Plans, organizes, and assigns the work of engineering, inspection, air toxics and related technical and support staff. Participates in the selection of assigned staff and provides for their training and professional development.
- Reviews permits and engineering evaluations for completeness, accuracy, and conformity with District policies and procedures; recommends permit issuance or denial.
- Reviews inspection reports and enforcement actions for completeness, accuracy, and conformity with District policies and procedures; accompanies inspectors during field work to observe and evaluate work methods and performance.
- Supervises the evaluation of source test plans/reports; CEMS plans/reports; Compliance Verification Reports; laboratory test results; other rule and/or permit required plans and reports; and ambient air quality analyses.
- Provides supervisory oversight for the air toxics program and staff. Oversees the AB-2588 program; toxics NSR program; ATCM program; and NESHAP/MACT programs. Reviews staff work for accuracy and conformity with District policies and procedures.
- Evaluates the performance of personnel, identifies deficiencies in work products and methods, and takes appropriate action to resolve and correct problems.
- Develops and revises permitting, enforcement and air toxics related policies and procedures.
- Implements the Mutual Settlement Program.

- Represents the District in meetings with the Hearing Board, public, industry, and other agencies; makes public presentations.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other objects weighing up to 75 pounds also is required.

Dependent upon assignment, independent travel is required. Work is performed in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces. Depending upon assignment may be required to climb ladders and high structures to evaluate processes in operation and/or occasionally perform work at elevated heights.

Transportation to offshore sites may require the use of airplane, helicopters or marine vessels in inclement weather and open sea conditions and transference to oil platforms over open seas on a rope ladder.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- Possession of a bachelor's degree in chemistry, physics, meteorology, environmental science, atmospheric science, engineering or a related field and;
- Four years of progressively responsible professional experience in the implementation or enforcement of air pollution control regulations or in the design of mechanical or chemical processes used in air pollution control including working in an advanced journey or lead capacity or;
- Training, education and experience which would provide the required knowledge, skills and abilities.

Other

Some lead experience is highly desirable

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of employee supervision, including selection, planning, training, work evaluation, discipline and budgeting; Principles and practices involved in air pollution control processes including engineering design, petroleum and chemical processing; Principles and practices involved in air quality impact analyses and air toxics health risk assessments, including mathematical modeling, statistical

analysis and computer programming; Knowledge of air quality aspects related to operations of commercial and industrial plants and petroleum exploratory and processing facilities; Principles of environmental law and civil procedures; Knowledge of state and federally mandated standards, policies and procedures; Knowledge of recent developments and sources of information on activities related to air quality.

Ability to:

Supervise and perform complex technical reviews of air quality processes and systems; Work with industry, government, media and the public to effectively administer District rules and resolve air quality problems; Develop and implement efficient systems to review work flow; analyze and solve complex air quality engineering and enforcement problems; supervise, evaluate, train and assign work to staff; respond constructively to conflict and develop effective resolutions; speak before groups, organizations and professional meetings.

Skill to:

Operate a motor vehicle, utilize an office computer and a variety of word processing, data management and other software applications; use tools to perform manual maintenance operations.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and maintenance of a satisfactory driving record.

Possession of, or the ability to obtain, certification as a Visible Emission Evaluator by the California Air Resources Board. Respirator Certification, Confined Space Entry Certification and Hydrogen Sulfide Certification.

Possession of or the ability to obtain annual certification in asbestos control practices. Certifications may include: Asbestos Building Inspector, Asbestos Management Planner, Certificate in Supervision of Asbestos Abatement Projects, Asbestos Abatement Supervisor, Asbestos Contractors and Supervisors, Asbestos NESHAP Inspection & Safety Procedures, Asbestos NESHAP Enforcement.

Cardiopulmonary Resuscitation Certification may be required during the term of employment.

FLSA: Exempt
Form 700 Required
SBCAPCDEA

Adopted: May 20, 2010