AIR QUALITY SUPERVISOR

DEFINITION

Under general direction, coordinates the activities in one or more major functional areas within the Air Quality Division (e.g., Planning, Monitoring, Compliance, etc.); plans, develops and implements procedures; supervises professional, technical and support staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university in engineering, natural, physical or environmental sciences, or a closely related field, plus four years of professional or technical full time experience in air quality planning, monitoring, analysis or permitting; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Air Quality Specialist series. Incumbents direct and participate in activities of a major functional area(s) in the Air Quality Division (e.g., Planning, Monitoring, Compliance, etc.).

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Manage the activities of one or more major functional areas of the Air Quality Division through the formulation, implementation and evaluation of procedures which regulate air quality monitoring, data collection and analysis, air quality planning, compliance/enforcement, rule/regulation development, grant/report writing and coordinate assigned activities with others in related areas.

Supervise assigned staff engaged in air quality monitoring, planning and/or compliance functions including selection of personnel, training coordination, work assignment/review, employee discipline and performance evaluation.

Analyze the operational impact of changes in federal mandates and regulations; evaluate operational performance, review work methods, and procedures, and develop and recommend changes in work processes, workflow, and/or equipment used to ensure effective operations in compliance with policies and/or regulations.

Participate in and/or coordinate the collection of raw data relating to the nature, type and quantity of ambient air pollutants by assigning staff to collect the appropriate data or contracting with outside agencies to provide the same for inclusion in progress reports, planning recommendations and other documents.

Analyze and interpret collected data through a variety of methods including statistical analysis, computer simulation modeling, and chemical analysis, determining the source of air pollutants, air quality trends, and the degree of regulatory effectiveness/compliance to develop and/or evaluate appropriate strategies for air quality attainment and continued maintenance.
Develop regulatory proposals for adoption by the District Board of Health that will facilitate attainment of mandated air quality standards and provide for continued compliance within the jurisdiction of the Air Quality District.

Coordinate the preparation and compose documents such as grant applications, state implementation plans, progress, monitoring and other reports, which describe regulatory activities and their effectiveness, for submission to the appropriate agencies in a timely manner.

Represent the division before different entities or individuals which may include the EPA, District Board of Health, advisory boards, state, county and other planning agencies, the general public, professional groups and civic organizations to provide information, explain division policies/regulations and represent the interests of the division.

Provide written recommendations, including cost projections and justifications, for staffing levels, supplies, equipment, services, and other program needs for inclusion in the annual budget.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to harm or unnecessary risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance (These may be acquired on the job and are needed to perform the work assigned.)**

**Knowledge of:**
- Departmental/divisional policies and procedures.
- Countywide personnel policies such as affirmative action, sexual harassment, discrimination, and EEO.
- State and local laws and regulations governing air quality control.
- Jurisdictional, compliance and enforcement issues related to air quality control regulations.
- Computer hardware, software, and monitoring equipment utilized by the division/department.

**Ability to:**
- Plan, coordinate, and direct the operations of an air quality program to accomplish established goals and objectives and optimize efficiency.
- Incorporate existing geographic and meteorological conditions of Washoe County into air quality planning and monitoring programs and activities.
- Select, supervise, and evaluate the performance of assigned staff.
- Identify work methods and procedures that promote a safe working environment for employees and others; and train staff in same.

**Entry Level (Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)**

**Knowledge of:**
- Principles, practices, and techniques of air quality planning, monitoring, and control.
- Principles and practices of management and supervision.
- Federal laws and regulations governing air quality control.
- Advanced mathematics including algebra, trigonometry, calculus, and statistics.
Atmospheric physics, meteorology and chemistry as they apply to air quality control.

Engineering principles and practices as they apply to air quality control.

**Ability to:**
Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Analyze data and make suitable recommendations.

Develop and implement recommendations regarding work procedures and cost effective services.

Compile statistical reports.

Use a personal computer.

Interpret and apply statutes, regulations, policies, and procedures.

Communicate orally in a clear, concise manner.

Write draft regulations and narrative reports.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to occasionally work outdoors in various types of weather. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including, telephones, computers, copiers, and fax machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved _____ WERCCS Job Evaluation Committee _____________ Date __March, 2001_________