CLASS SPECIFICATION

SENIOR AIR QUALITY SPECIALIST

DEFINITION

Under general supervision, as lead worker in a specific air quality program, independently performs and directs others in the full range of air quality duties, including air quality monitoring, air quality planning activities, and compliance and enforcement duties; 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 full time journey level experience in an air pollution control or enforcement program, including two years of experience in a specialized program area; 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 class is distinguished from the Air Quality Specialist class series by lead worker responsibility over the flexibly staffed Air Quality series in a specific air quality program. Incumbents also perform full range of air quality duties.

SUPERVISION EXERCISED

Provides lead direction over technical and support staff assigned to the Air Quality Division.

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

Provide lead direction in a specific air quality program, direct program activities; schedule, assign, and review work; train Air Quality Specialists and other support staff in procedures of air quality to ensure that activities are performed within established standards and regulations; conduct annual needs assessments and develop goals and objectives for program activities and staff assignments.

Coordinate and participate in the development of new programs and revision of existing programs to meet department objectives; develop, review and approve processes for new and revised rules and regulations pertaining to air quality.

Review and analyze complex cases, reports and rules for compliance with applicable regulations; prepare reports and recommendations relative to enforcement programs.

Interact with local, state, federal, and industry representatives to obtain and disseminate technical and operations information.

Monitor and evaluate legislation and governmental actions related to air quality; develop recommendations for district regulations and programs.

Conduct, coordinate, and perform research data collection for the control or eradication of air quality hazards or deficiencies; write inspection and investigation reports which evaluate the findings and include recommendations;
assemble data, (computerized and manual) for tracking and documentation purposes and to prepare federal, state, and local reports.

Implement new federal, state, or district air quality procedures, policies and programs.

Testify/present evidence in court or before designated hearing boards regarding actions, involvement, observations, and information obtained related to violations of complex environmental regulations.

Promote awareness and understanding of air quality programs, services, policies and regulatory requirements by conducting workshops, making presentations and providing training/information to targeted groups, e.g., a variety of legal, public, private agency officials, boards, businesses and meetings of community groups.

Mentor, train staff in procedures and protocols of air quality programs to ensure that assigned activities are performed within established standards and regulations.

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

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
Program planning and implementation.

Operations, services, and activities or air quality management programs.

Federal regulations governing compliance with air quality standards.

Training methods, techniques, and practices.

Advanced investigative sampling and testing methods, techniques, and protocols for air quality programs.

Conditions contributing to air quality problems and accepted control measures.

Quantitative methods, scientific methodology, data collection and report preparation.

Advanced principles of chemical analysis.

Advanced mathematics, including algebra, geometry, and trigonometry.

Instrumentation and equipment commonly used in air quality/monitoring programs.

**Ability to:**
Maintain responsibility for the planning, development, and implementation of assigned air pollution control program components.

Use sampling and testing methods for air quality data acquisition.

Operate instruments and equipment commonly used in air quality/monitoring programs.

Mentor, train and lead staff in the performance of assigned program(s) activities; assign, direct and review work.

Perform functions and activities of various program areas with the Air Quality Division.

Present training and public education programs to a variety of audiences.
Observe and evaluate air quality/pollution deficiencies and hazards and recommend solutions.

Interpret, develop and apply protocols, regulations, policies, and procedures.

Operate a personal computer and use a variety of software packages.

Research, compile, tabulate, analyze, and interpret data and information.

Communicate in a clear, concise manner both orally and in writing.

Write inspection/investigative reports and other documents.

Interact courteously and diplomatically with the public.

Work independently in the absence of direct supervision

Plan, prioritize, and organize work to meet schedules and timelines.

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.*

Work is performed in a standard office environment and various indoor/outdoor off-site locations. Ability to lift and move objects weighing up to 50 lbs. Ability to operate monitoring and sampling/testing equipment for air pollution control. Ability to use standard office equipment including computers, copiers, telephones, and FAX machines. Ability to work around machinery with moving parts and on slippery or uneven surfaces. Ability to tolerate exposure to the elements, dust, chemicals, and possibly toxic substances.

*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 __________