

SOUTHWEST CLEAN AIR AGENCY POSITION DESCRIPTION

DATE: June 26, 2018

POSITION: **Air Quality Compliance Specialist**
REPORTS TO: Operations Manager

DEFINITION OF THE CLASS:

This position is classified as "non-exempt" in accordance with the Fair Labor Standards Act. With significant direction and supervision, will field phone calls from the public; investigate air quality complaints, such as open burning, visible emissions, odors, dust and asbestos; become certified and perform opacity readings; coordinate with the permit engineers to provide information on permitted facilities; document complaint investigations by utilizing checklists, photo logs, phone records, and other documents appropriate for air quality investigations; write Notice of Violations (NOVs); support the development of enforcement cases and follow the compliance procedures outlined in the SWCAA Field Inspection Manual; work closely with and provide technical support to the Operations Manager throughout the enforcement process; may be required to testify as a witness for SWCAA; follow SWCAA and Washington Department of Labor & Industries safety procedures and regulations; and support other work of the Operations Section as assigned by management, such as inspections/compliance assurance, diesel and woodstove grants, safety committee recommendations, public education and outreach, emission inventory development, source reporting, outdoor burning program, vehicle maintenance, records management activities, and surplus material auction.

MINIMUM QUALIFICATIONS (EDUCATION AND EXPERIENCE):

Graduation from an accredited university with a Bachelor of Science degree in engineering technology, environmental sciences, physical sciences or equivalent.

Entry level understanding of industrial operations and systems involving air pollution control equipment.

KNOWLEDGE, SKILLS AND ABILITIES

The individual filling this position must have some knowledge of principles, practices and techniques of air pollution control and industrial operations as they relate to pollution control issues. In addition, he/she will have knowledge of the laws and regulations governing air pollution control. He/she must have some knowledge of and developments in pollution control equipment and techniques; the ability to maintain records, prepare reports and express ideas effectively, both orally and in writing; and an ability to evaluate controversial situations and relieve tension while enforcing SWCAA regulations. A strong background in computer skills is necessary in order to generate reports and update records in a logical and efficient manner. The AQ Compliance Specialist must maintain a neat personal appearance in order to reflect a proper image for the Agency.

This individual must be able to travel frequently throughout SWCAA's five county jurisdiction, thus considerable driving is required, and the individual must have a valid driver's license and be

able to navigate rural roads and locations without electronic navigation. The individual must be able to execute field duties in industrial, commercial, residential, urban, rural and forest settings, indoors and outdoors. Considerable walking is required, sometimes on irregular terrain or in controlled, confined or potentially hazardous and/or noisy areas where safety equipment is required (i.e., hard hat, ear protection, eye protection, steel toe boots, etc.). The individual must be able to climb (stairs, ladders, etc.), kneel, stoop and lift light loads. Good vision, hearing and a sense of smell are required as well as the willingness and ability to use appropriate safety gear, including possible respirator fit testing and use.

Certification as a qualified visual emissions reader in order to evaluate compliance status and enforce the visual emissions regulations must be maintained. Other certifications and/or training may also be required as assigned. The individual must have knowledge of open burning regulations to evaluate applicability and enforce the open burning regulations. Some knowledge and/or awareness of asbestos regulations to investigate complaints involving asbestos is also required.

EXAMPLES OF DUTIES:

This individual will respond to complaints by conducting complaint investigations, which may include the collection of field data, review and interpretation of the results of inspections, and the preparation of reports, memoranda and correspondence pertaining to pollution control issues. Compliant investigations may result in the issuance of Notices of Violation and/or Compliance Orders and may require testimony before the Pollution Control Hearings Board or other judicial bodies.

This individual will be required to attend public meetings to promulgate and distribute information on SWCAA programs; answer telephone inquiries from the public including private citizens, organized groups and educational institutions; be responsible for the scheduling and supervision of equipment used in performing field studies and public education/outreach activities, including maintenance, installation, transportation and security; and respond to citizen complaints pertaining to air pollution violations. He/she may be called upon to make individual determinations during normal field surveillance.

This individual will perform public education/outreach tasks including literature and educational materials update, production and distribution; attending to the SWCAA booth at fairs and similar events; interactive computer kiosk coordination and training; teacher training workshop coordination; Clean Air Action Day activities, and other duties as assigned.

This individual will support other work of the Operations Section as assigned by management, such as inspections/compliance assurance, diesel and woodstove grants, safety committee recommendations, public education and outreach, emission inventory development, source reporting, outdoor burning program, vehicle maintenance, and surplus material auction.