North Coast Unified
Air Quality Management District
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org

JOB ANNOUNCEMENT

Position: **Air Quality Engineer I/II**

Salary: Paid bi-weekly with a monthly salary range within the Payroll Range 400:
Range 400.1 ($3,542-$4,319), Range 400.2 ($4,353-$5,513), Range 400.3 ($5,904-$7,036)
Salary is commensurate with education and experience.

To Apply: Please submit the completed employment application, cover letter, and resume to (no faxes):
Financial & Administrative Services Division Manager
North Coast Unified Air Quality Management District
707 L Street, Eureka, CA 95501
Employment applications and a complete job description are available online at www.ncuaqmd.org, at the District office, or call (707) 443-3093.

Due Date: Application materials are due by 4:45 p.m. on **October 22, 2021**

About the District: The NCUAQMD is a Special District of the State of California whose jurisdiction is Humboldt, Del Norte, and Trinity Counties.

Position Description (a complete job description is available at www.ncuaqmd.org)

The Air Quality Engineer learns performs engineering reviews of emissions sources, evaluates and processes permit applications for Authority to Construct (ATC) and Permits to Operate (PTO), identifies and evaluates compliance with federal, State, and local District rules and regulations, performs emission inventories and calculations, prepares toxic emission inventory plans and reports, and performs air dispersion and health risk assessments as necessary. The position may either the lead or support for programs or projects including, but not limited to, preparation of engineering studies and reports, research and analysis, grant distribution programs, analysis of air quality data/trends, and other permitting and planning programs as necessary. *Air Quality Engineer I* is an entry level classification, that allows the incumbent to develop journey level knowledge and abilities and performs the more routine and less complex assignments with an established procedural framework, while learning the permit evaluation process, standards, and procedures. *Air Quality Engineer II* is the journey level class in which incumbents are expected to independently perform the full scope of engineering assignments such as those related to major source Title V permits, New Source Review (NSR), Prevention of Significant Deterioration (PSD), or special engineering studies and projects.

Benefits Summary

Retirement: California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 depending on member's CalPERS status at time of enrollment.
District does not participate in Social Security portion of FICA, only Medicare.

Health Benefits: CalPERS health benefits plan premium paid by the District at no cost to the employee or dependents, while all deductibles and copayments are the responsibility of the employee.
Dental - Delta Dental PPO Insurance plan (Medium Plan, Employee +1 Dependent) where the District's contribution is fixed at the 2012 premium rate.
Vision - VSP Vision plan (Option 3, Plan B, In Network, Employee +1 Dependent) where District's contribution is fixed at the 2012 premium rate.

Life Insurance: $50,000 term policy (employee only), where District's contribution is fixed at the 2012 premium rate

Holidays: 13 paid days + 1 floating holiday.

Leaves of Absence: Vacation Leave: 12 days/yr, Vacation accrual rate based on a continuous years of employment schedule; Sick Leave: 12 days/yr.

Deferred Compensation: 457 Plan available through payroll deduction. No matching contribution by District.

- Successful applicants must possess a valid California Driver License.
- The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this announcement may be modified or revoked.

North Coast Unified Air Quality Management District is an equal opportunity employer.

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Air Quality Management District
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Job Description:
AIR QUALITY ENGINEER I/II

GENERAL:

Under immediate or general supervision of the Permitting & Planning Division Manager, the Air Quality Engineer learns performs engineering reviews of emissions sources, evaluates and processes permit applications for Authority to Construct (ATC) and Permits to Operate (PTO), identifies and evaluates compliance with federal, State, and local District rules and regulations, performs emission inventories and calculations, prepares toxic emission inventory plans and reports, and performs air dispersion and health risk assessments as necessary. The position may either the lead or support for programs or projects including, but not limited to, preparation of engineering studies and reports, research and analysis, grant distribution programs, analysis of air quality data/trends, and other permitting and planning programs as necessary.

CLASS DESCRIPTION:

The *Air Quality Engineer I* is an entry level classification, that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments with an established procedural framework, where there are minimal consequences of error, while learning the permit evaluation process, standards, and procedures. Independent assignments consist of the less complex permit evaluations and routine tasks such as portable and agriculture registration/permits, vapor recovery permits, minor source permits, emission inventory plans/reports, and/or grant programs. The combination and complexity of assignments increase over time as the incumbent becomes more familiar with District rules and develops a working knowledge of local, state, and federal laws regulating air pollution. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class

Positions at this level usually perform most of the duties required of the Air Quality Engineer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

The *Air Quality Engineer II* is the journey level class in which incumbents are expected to independently perform the full scope of engineering assignments such as those related to major source Title V permits, New Source Review (NSR), Prevention of Significant Deterioration (PSD), or special engineering studies and projects. Positions at this level are distinguished from the Air Quality I level by the performance of the full range of duties as assigned, working independently, and exercising more independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class may have project program management responsibilities.

EXAMPLES OF DUTIES:

The following is an illustrative partial description and is not a comprehensive list of duties:

- Prepares permit conditions, permits, and engineering evaluations.
- Reviews permit applications for Authority to Construct (ATC) and Permits to Operate (PTO).
- Reviews design of air pollution control equipment associated with industrial or commercial processes.
- Determines permit application compliance with District rules and regulations.
- Calculates emissions rates associated with permits; analyzes operational procedures to determine control of emissions.
- Provides information to applicants, consultants and the public regarding permit requirements and District air quality rules and regulations.
- Permitting programs including, but not limited to, minor source permits, NSPS, NSR, PSD, Title V, Title III permits.
- Evaluates or calculates emission inventory plans and reports; creates and/or maintains inventory of criteria air pollutants for stationary sources.
- Identifies and evaluates or prepares toxic air contaminant and risk assessment determinations.
- Conducts field reviews and/or inspects new or existing permitted sources and evaluates effectiveness of control equipment.
- Generates air dispersion models and conducts health risk assessments as necessary.
- Calculates Toxic Air Contaminant (TAC) emissions inventory; reviews toxic emissions inventory plans and reports.
- Determines and recommends Best Available Control Technology (BACT); maintains BACT and MACT clearing house data.
- Uses computer software and programs to make engineering calculations, and to enter/retrieve data.
- Calculates Emission Reduction Credits (ERCs) and maintains the District ERC bank.
- Provides compliance assistance to various constituents including small business owners or sole proprietors, engineering consultants, and public agency representatives.
- Meets with industrial representatives to discuss modifications recommended for compliance with air quality rules and regulations.
- Provides information to other staff regarding impact of violations, explanation of permit conditions and explanation of emission factors and emissions rates.
- Prepares public notices for proposed permits; attends or conducts permit workshops or public hearings on proposed permits.
- Develops program guidelines and notifications to sources/persons affected by new or modified regulations.
- Serves on special committees to develop guidelines and procedures.
- Generates reports with specific information on the subject of permitted sources to assist in program implementation; responds to requests for information and clarification through the generation of reports.
- Provides research and technical support and/or assists in the development and implementation of District air quality rules and regulations.
- Develops, implements, and coordinates District air quality programs or grant programs with the EPA, CARB, and others as assigned.
- Manage, organize, and coordinate aspects of grant and special project programs, including but not limited to contract implementation, project and grant compliance, project and grant evaluation, assessing project eligibility, and estimating emission reductions.
- Establishes and maintains professional and effective working relationships with the public, industry, state/local agencies, elected and appointed officials, co-workers, and management, and interacts effectively and professionally under pressure.
- Representing the District in meetings with the public, industry, and other agencies, and coordinating the District's response to public and industry inquiries regarding regulation

interpretation, permit preparation, various compliance measures, and emission calculation methods.
- Maintains accurate records and files.
- Other duties as assigned and as required to fulfill the essential functions of the position.

MINIMUM EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Both classes:
  - Knowledge of engineering principles, practices, methods, and procedures.
  - Knowledge of current local, State, and Federal air quality rules and regulations.
  - Knowledge of principles, practices and research methods related to the analysis and control of air pollution.
  - Knowledge of the principles, methods, practices and equipment used to determine, analyze, evaluate and control stationary sources of air contamination.
  - Familiar with the principles of physics, chemistry, mathematics, meteorology, statistics, environmental planning or engineering as they apply to air pollution control and enforcement techniques.
  - Possess excellent verbal and written communication skills.
  - Ability to deal calmly and constructively with conflict and develop effective resolutions in difficult situations dealing with sources and the general public.
  - Ability to establish and maintain cooperative working relationships with staff.
  - Ability to promote cooperative relationships with governmental, industrial, and public groups concerned with air pollution control programs.
- Air Quality Engineer I: either a Bachelor of Science Degree in an appropriate engineering discipline; or a Bachelor of Science Degree in an appropriate scientific discipline such as environmental science, chemistry, physics, or biology, etc.; or a Bachelor's Degree from a four year college or university with major coursework in environmental, chemical, mechanical, or petroleum engineering, or a closely related engineering discipline; or additional related coursework and/or engineering training may substitute for the required experience in an appropriate scientific discipline.
- Air Quality Engineer II: education and experience of an Air Quality Engineer I, plus five (5) years experience as an Air Quality Engineer I or equivalent; or five (5) years experience in air pollution control engineering or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Possession of a valid California Driver's License.

DESIRABLE QUALIFICATIONS:

- Knowledge of NSR, PSD, Title V, Toxic Hotspots – AB2588, Vapor Recovery, NSPS, NESHAPs, and other State and federal air quality programs.
- Knowledge of toxic air contaminants and health risk assessment procedures, including air dispersion modeling techniques.
- Experience and knowledge of emission inventory concepts, derivation, and inventory calculations; California CEIDARS program.
- Experience and knowledge of information, database and geographical information systems.
- Knowledge of US EPA Region IX activities related to air pollution, and experience with national air pollution control laws and programs.
- Two years of experience serving in a position demonstrating the ability to perform the assigned duties.
- Ability to work well in an environment requiring multi-tasking.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 400: Range 400.1 ($3,542-$4,319), Range 400.2 ($4,353-$5,513), Range 400.3 ($5,904-$7,036). Salary is commensurate with education and experience.