

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



JOB ANNOUNCEMENT

Position: Air Quality Inspector I, II, III

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: Position open until filled

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 Inspector performs on-site compliance inspections on a variety of sources of air pollution, and conducts investigations of air pollution issues and citizen complaints. The position enforces federal, State, and local District air quality rules and regulations, and performs regular and periodic inspections of minor and major sources (Title V federal operating permits) of air pollution by inspecting process equipment and related air pollution control devices to ensure proper operation and compliance with permit conditions. The Inspector issues and tracks Notices of Violation (NOVs) to sources found in violation of rules and regulations. The position also coordinates with the public and fire agencies in the implementation and enforcement of the District open burning program, and investigates air quality and air pollutant complaints from the public regarding a variety of concerns including excessive dust, odor, and prohibited burning. The Inspector may also be assigned as a lead or provide support for programs or 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.
- Applicants may need to complete a pre-employment background check (sometimes called a "consumer report") via the DOJ.
- Evaluation for consideration for full-time permanent status occurs after completion of a six-month probationary period.
- 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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**Job Description:
AIR QUALITY INSPECTOR I, II, III**

GENERAL:

Under immediate or general supervision of the Compliance & Enforcement Manager, the Air Quality Inspector performs on-site compliance inspections on a variety of sources of air pollution, and conducts investigations of air pollution issues and citizen complaints. The position enforces federal, State, and local District air quality rules and regulations, and performs regular and periodic inspections of minor and major sources (Title V federal operating permits) of air pollution by inspecting process equipment and related air pollution control devices to ensure proper operation and compliance with permit conditions. The Inspector issues and tracks Notices of Violation (NOVs) to sources found in violation of rules and regulations. The position also coordinates with the public and fire agencies in the implementation and enforcement of the District open burning program, and investigates air quality and air pollutant complaints from the public regarding a variety of concerns including excessive dust, odor, and prohibited burning. The Inspector may also be assigned as a lead or provide support for programs or projects.,

CLASS DESCRIPTION:

The *Air Quality Inspector I* is an entry level classification, that allows the incumbent to develop journey level knowledge and abilities. The combination and complexity of assignments/inspections 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.

The *Air Quality Inspector 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 Synthetic Minor and major source Title V permits. Positions at this level are distinguished from the Air Quality Inspector 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.

The *Air Quality Inspector III* is the senior journey level class in which incumbents are very experienced and independently capable of performing all aspects of the position. Positions at this level may also be a program manager, provide guidance/oversight to other Inspectors, and may perform some temporary managerial duties as directed in the absence of the Compliance & Enforcement Manager.

EXAMPLES OF DUTIES:

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

- Conducts field inspections, evaluations, and investigations of existing and potential air pollution sources; conducts on-site inspections of commercial, industrial, manufacturing, and

agricultural operations for compliance with rules and regulations; conducts periodic verification inspections and surveillance; prepares inspection reports and supporting documentation in a timely manner.

- Performs regular and periodic inspections of minor and major sources (Full Compliance Evaluations of Title V federal operating permits) of air pollution; inspects process equipment and related air pollution control devices to ensure proper operation and compliance with permit conditions; reviews documentation from previous inspections to determine if non-compliance sources have improved conditions; takes corrective action when necessary; performs follow-up inspections as needed to ensure remediation of non-compliant conditions.
- Inspects non-permitted sources to determine if a permit is required and takes appropriate action.
- Prepares field inspection reports, correspondence, emission summaries, statistical summaries, and other documents as required.
- Responds to and investigates complaints by citizen/community members regarding air pollution sources, dust, odor, and open burning; determines nature and extent of problem; prepares documentation of findings.
- Maintains records and prepares reports regarding sources of air pollution, violations, complaints, and other related information; maintains database information for a variety of air quality management programs.
- Interfaces with facility personnel regarding site emissions, permit status, and compliance status with District rules and regulations; explains compliance options when violations occur.
- Coordinates with the public and fire agencies in the implementation and enforcement of the District opening burning program; inspects proposed burn sites and verifies compliance with burn permit conditions and Smoke Management Plans (SMPs).
- Inspects and approves fire training burns in conjunction with the District's Burn Program Coordinator; ensures Asbestos NESHAP issues are addressed.
- Receives and investigates air quality and air pollutant complaints from the public regarding a variety of concerns including excessive dust, odor, and prohibited burning.
- Performs inspections on Portable Equipment Registration Program (PERP) equipment and designated on-road and off-road equipment for compliance with California Air Resources Board (CARB) rules and regulations.
- Performs inspections of construction sites to measure and evaluate fugitive dust and naturally occurring asbestos levels; ensure compliance with dust plans on construction sites.
- Administers or oversees one or more specialized pollution control inspection programs/regulations such as Asbestos NESHAP, Naturally Occurring Asbestos (NOA), Landfill Gas, Oil and Gas, Refrigerant, Diesel Engines, PERP, etc.
- Issues and tracks Notices of Violation (NOVs) to sources found in violation of rules and regulations or non-compliance with open burning regulations; participates in negotiations with violators for voluntary compliance to laws, rules, policies and regulations.
- Recommends appropriate enforcement and settlement actions; prepares draft Settlement Agreements and compliance correspondence; employs District policy to estimate appropriate penalty amounts and follows Mutual Settlement Program guidelines.
- Interfaces and maintains familiarity with the program requirements of the federal High Priority Violator (HPV), and minimum data requirements for federally reportable violations (FRV).
- Learns to perform, observe, and evaluate source tests at permitted facilities; observes source testing at gasoline stations to ensure that testing is consistent with state approved methodologies; verifies that test results are within acceptable parameters and issues notices of non-compliance when necessary; initiates corrective action when results are grossly outside of defined parameters and ensures expedient follow-up inspections to verify remediation.
- Performs visible emission evaluations (VEE) on visible plumes (stack/exhaust, smoke, fugitive dust) for the purpose of determining compliance with air pollution regulations.
- Performs data analysis and necessary calculations needed to determine source compliance, and the amounts and types of pollutants emitted.

- Calculates emissions rates associated with permitted sources; analyzes operational procedures to determine control of emissions; participates in the development of emission inventory.
- Uses basic and complex testing, sampling, and monitoring equipment and instrumentation to measure and evaluate emission rates at locations and facilities.
- Deploys and operates air monitoring equipment as needed or directed for special studies, prescribed burns, wildfires, etc.
- Prepares carefully documented inspection reports; takes photographs for documentation at inspection sites; maintains written and electronic records and prepares detailed reports regarding inspections, violations, complaints, and contacts; documents sources of air pollution, control equipment, methods of operation and related data.
- On call duty as assigned; may participate in compensated after-hour liaison inspections.
- Represents the District before the District Hearing Board or courts regarding violations of District and state air quality control regulations; provides Hearing Board support as necessary including variance application review, variance status tracking, and input and development of District staff reports.
- Provides consultation and interpretation of rules and regulations to individuals, businesses, and consultants regarding permit requirements of District permits and air quality rules and regulations.
- Assist grant incentive programs with onsite verification and inspection reviews of grantee projects at residences, businesses, and other locations to ensure compliance with grant program requirements.
- Acts as a representative of the District in meetings with various federal, state, regional, local agencies, businesses and private organizations and responds to public inquiries regarding complex laws, rules, and regulations; may represent the District in public hearings and other meetings.
- May assist in the training and supervision of other inspectors and District staff.
- 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.
- Keeps abreast of changes in technology, laws, rules and regulations that may affect areas of responsibility and participates in the development and implementation of new rules, regulations, and guidelines.
- Uses computer software and programs to retrieve emission data, and to ascertain compliance with emission limitations; maintains accurate records and files; performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, entering and receiving computer data, copying and filing documents, etc.
- Other duties as assigned and as required to fulfill the essential functions of the position.

MINIMUM EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- All Inspector classes:
 - Knowledge of basic principles and practices of air pollution control laws, codes, and regulations.
 - Knowledge of current local, State, and Federal air quality rules and regulations.
 - 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.
 - Ability to maintain State certification for visible emissions evaluation (VEE).
 - Possess excellent verbal and written communication skills.
 - Analyze, interpret, and apply legislation, laws, regulations, and technical publications related to air quality management.

- Apply scientific methods and principles to recognize and investigate air pollution problems.
- Prepare technical reports, interpret and explain Federal, State, and local policies, procedures, and laws.
- Make written and verbal presentations to professional and civic groups
- Deal with a variety of difficult, different personalities and situations.
- Knowledge of techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Communicate in public and in private meetings, group discussions and interviews with people of varying technical skills and personalities.
- 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.
- Knowledge of basic computer principles and applications; PC, software programs (e.g. Microsoft software packages), spreadsheet, presentation, and database applications, to conduct, compile, and/or generate documents.
- Air Quality Inspector I: completion of a Bachelor's Degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or closely related field, or any combination of training and experience that provides the desired knowledge and abilities.
- Air Quality Inspector II: education and experience of an Air Quality Inspector I, plus three (3) years experience as an Air Quality Inspector I or equivalent; or three years experience in the areas of inspection, investigation, and evaluation; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Air Quality Inspector III: education and experience of an Air Quality Inspector II, plus five (5) years experience as an Air Quality Inspector II or equivalent; or eight years experience in the areas of inspection, investigation, and evaluation; 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:

- Major types and sources of air pollution; purposes and procedures of various public and private agencies involved in air quality.
- Knowledge of US EPA Region IX activities related to air pollution, and experience with national air pollution control laws and programs.
- Design and use of air quality control devices, instruments, equipment and various types of industrial processes
- 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.
- Experience and knowledge of emission inventory concepts, derivation, and inventory calculations; California CEIDARS program.
- 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. Inspector I: Range 400.1 (\$3,542-\$4,319); Inspector II: Range 400.2 (\$4,353-\$5,513); Inspector III: Range 400.3 (\$5,904-\$7,036).

Salary is commensurate with education and experience.