

## **AIR POLLUTION CONTROL OFFICER**

### **DEFINITION**

Under general direction, to plan, organize, direct, and manage the County's Air Pollution Control District Program; to supervise air pollution permitting, monitoring, inspection, and enforcement staff; to insure that industrial air pollution sources are operated in compliance with emission limitations; to oversee contract review and implementation, and compliance with requisite State and Federal laws, rules, and regulations; to represent the Air Pollution Program with the public, community organizations, governing bodies, and other government agencies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single upper level management classification, under a Special District, which has responsibility for the development, planning, direction, and implementation of the County's Air Pollution Program.

### **REPORTS TO**

Air Pollution Control District Board of Directors.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Air Pollution Inspector I, Air Pollution Inspector II, Deputy Air Pollution Control Officer, and other Support Staff.

### **EXAMPLES OF DUTIES**

Plans, organizes, coordinates and directs the functions and activities of the County's Air Pollution Program; provides supervision, training, and work evaluation for assigned staff; develops the Air Pollution budgets and controls expenditures; develops programs, rules, and regulations for compliance with Federal and State Air Pollution laws; oversees air pollution permitting, inspection and enforcement activities; reviews staff reports of findings from field inspections and takes appropriate action; testifies at State regulatory hearings; develops proposals and awards contracts for air pollution studies; receives and resolves complaints regarding the Air Pollution Program; works with representatives of industry and other government agencies to resolve air pollution compliance issues; performs special projects and assignments; represents Air Pollution and functions with the public, governing boards and commissions, and other government agencies.

## **AIR POLLUTION CONTROL OFFICER - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; lift and move objects weighing up to 25 lbs.; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- County policies, rules, and regulations.
- Laws, rules, regulations, environmental constraints, and legislation affecting the County Air Pollution Program.
- Principles and practices of air pollution engineering, theory, and practice.
- Contract development, implementation, and review.
- Basic principles of engineering design and construction as applied to air pollution control.
- Chemistry, mathematics, and physics principles and concepts.
- Principles of inspection as applied to air pollution control.
- Air pollution monitoring equipment.
- Commercial and industrial safety and hazardous materials control practices and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to Air Pollution Program development and implementation.
- Principles of program planning and management.
- Budget preparation and expenditure control.
- Principles of public administration, management, supervision, training, and staff evaluation.

## AIR POLLUTION CONTROL OFFICER - 3

### Ability to:

- Plan, organize, direct, and maintain responsibility for the County Air Pollution functions and operations.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, analyze, explain, and apply a variety of rules, procedures, and regulations related to air pollution inspection and enforcement.
- Formulate and develop recommendations on air pollution rules, ordinances and policies.
- Develop, implement, and monitor a variety of contracts.
- Gather, compile, and analyze engineering data.
- Oversee inspections related to air pollution.
- Prepare accurate technical reports.
- Use a computer and appropriate software for Air Pollution Program development and implementation.
- Effectively represent the Air Pollution Program in contacts with the public, community organizations, other County staff, governing boards and commissions, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least five (5) years of responsible experience performing a variety of air pollution permitting, inspection and monitoring, preferably including at least two (2) years in a lead or supervisory position.

A bachelor=s degree in any of the following areas is desirable: Environmental science, biological or agricultural science, business or public administration, or in a related field.

Advanced educational training in chemistry, physics, civil and air pollution is desirable.

Special Requirements: Possession of an appropriate California Driver's License issued by the Department of Motor Vehicles.

It is desirable that an incumbent have Environmental Assessor registration and/or Visible Emission Evaluator certification in the State of California.