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## AIR QUALITY COMPLIANCE SPECIALIST I, II

**INVITATION FOR APPLICATIONS AND RÉSUMÉS:** The Butte County Air Quality Management District (District) has an opening for an Air Quality Compliance Specialist (AQCS). The successful candidate will be hired at the AQCS I or AQCS II class, depending on education and qualifying work experience.

**SALARY:** AQCS I: \$1,630 - \$2,182 bi-weekly; AQCS II: \$1,799- \$2,408 bi-weekly. Salary ranges have 6 steps with approximately 5% between steps; the 6<sup>th</sup> step is a 10% increase from step 5. Starting salaries are at the first step with achievement to the subsequent steps predicated upon merit and length of service. Appointment to an advanced step may occur based on experience and ability as determined by the District. Generally, advancement to the second step occurs after 12 months of satisfactory service.

**FILING PERIOD:** Applications, résumés, and letters of interest will be accepted from **November 30, 2010** through **December 17, 2010**. Employment applications may be obtained by contacting the District at the location and telephone number above, or from the District's website at [www.bcaqmd.org](http://www.bcaqmd.org). The District is looking to have the position filled by the 2<sup>nd</sup> week of February, 2011.

**DEFINITION:** Under general supervision, learns and performs field inspections and technical office duties to ensure compliance with federal, state, regional, local and District laws, rules and regulations regarding a variety of emission sources; investigates complaints of reported sources of air pollution; assists with the development and settlement of enforcement cases; performs technical research and prepares reports, may administer one or more specialized pollution control inspection programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** AQCS I: This is the entry-level class in the AQCS class series. Initially under close supervision, incumbents with an educational background and/or practical experience learn technical air quality control principles and practices and related inspection techniques. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under more general supervision. This class is alternately-staffed with AQCS II and an incumbent may advance to the higher-level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrate the ability to perform the work of the higher-level class. AQCS II: This is the journey-level class in the AQCS series. While the work may vary depending upon assignment, all incumbents work independently within established guidelines to perform a wide variety of air quality technical and inspection activities under general direction.

**EXAMPLES OF DUTIES (Illustrative Only):** The following duties are typical of those performed by the incumbents in these classifications; however, other duties may also be required.

- Conducts annual inspections, evaluations and documentation of stationary emission sources to determine compliance with air pollution control laws and regulations.
- Investigates dust, odor and burn complaints; reviews inspection reports and documentation and recommends appropriate enforcement and settlement actions.
- Monitors, analyzes and evaluates daily meteorological data and determines burn allocations; calculates open burning emissions inventory; operates computer programs to assess open burning impacts; issues burn permits and monitors agricultural burns; provides burn status information to agencies and the public.
- Conducts ambient air sampling; prepares emission estimates, reviews environmental impact reports and responds to the air quality analysis; oversees field compliance tests, observing operational conditions, evaluating testing protocols, and technical reports, and analyzes data results.
- 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. Conducts workshops and meetings and provides consultation and advice to individuals and businesses in matters related to area of expert knowledge.
- Researches and prepares appropriate documentation for court cases; appears as an expert witness in court hearings.
- Reviews and processes a variety of applications for authority to construct and permits to operate and related billing.

- May inspect retail gasoline stations and other specialized industrial and/or commercial sites.
- May develop and maintain Geographical Information System (GIS) including staff training; coordinates the administration of the GIS system with county representatives.
- Prepares and reviews emission inventories and reports; reviews air toxic plans and reports.
- Maintains accurate manual and automated records and files; prepares correspondence, periodic and special reports and other written materials as required.
- Keeps abreast of changes in technology, laws, rules and regulations that may affect areas of responsibility and recommends procedural and operational changes as required.
- Participation in compensated after hour fire agency liaison alternating shift.

**EMPLOYMENT STANDARDS:** Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience and Education:** Equivalent to graduation from a four-year college or university with major coursework in engineering, biology, chemistry, environmental science, physical sciences or a field related to the work. For placement in the AQCS I class no experience is required; however, some internship or related paraprofessional experience is desirable. Placement as an AQCS II requires two years of professional air quality inspection and compliance experience equivalent to the District's class of AQCS I.

**Knowledge of:**

#### **Air Quality Compliance Specialist I**

- Basic principles and practices of at least one professional discipline such as chemistry, toxicology, statistics, economics, environmental planning or engineering related to air quality compliance activities.
- Basic methods and techniques of inspecting, testing and evaluating air pollution emission sources.
- Basic methods and procedures of environmental review, planning, rule development.
- Basic practices and procedures of performing technical studies, evaluating alternatives, making recommendations and preparing narrative and statistical reports.
- Techniques of inspecting a wide variety of commercial, industrial, agricultural and other sources of air pollution.
- Computer applications related to the work.
- Data analysis and statistical preparation techniques.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Air Quality Compliance Specialist II**

- Methods and procedures of environmental review, planning and rule development.
- Methods and techniques of inspecting, testing and evaluating air pollution emission sources.

In addition to the above:

- Practices and procedures of performing technical studies, evaluating alternatives, recommendations and preparing narrative and statistical reports.
- Applicable federal, state, regional, local and district air quality rules and regulations.
- Instrumentation and safety procedures related to the work.
- Policies and procedures for enforcement of air quality standards and regulations as well as mitigation of emission sources.
- Practices for developing and implementing rules, regulations and procedures.

**Special Requirements:** Must possess or obtain by appointment date a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain a valid California Visible Emissions Evaluation Certificate issued by the California Air Resources Board. Applicants who lack this certificate may be appointed with the provision that the required certificate must be obtained within six months of initial appointment and before permanent status may be granted. Permanent status is usually granted after 12 months of satisfactory service.

**ENVIRONMENTAL AND FUNCTIONAL FACTORS:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; strength and stamina to conduct inspections at indoor and outdoor sites, to lift and carry inspection and testing tools weighing up to 25 pounds, to wear protective equipment, and to perform work near hazardous or moving equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. May be required to work irregular hours.

SELECTION PROCESS: Applications and résumés will be screened on the basis of overall education and experience qualifications. The most qualified applicants will be scheduled to attend an examination interview. The examination process may include a written examination, performance examination, and/or oral examination. Disabled applicants who require special testing arrangements should contact the District regarding the necessary arrangements.

AFFIRMATIVE ACTION POLICY: No person shall be discriminated against in the application, examination or selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age, sexual orientation, or marital status. Persons who believe they have been discriminated against by the District in the application, examination, or selection process should contact the District or file a complaint with the Department of Fair Employment and Housing.

**Note: The provisions of this bulletin do not constitute and expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the District.**

TO MEET IMMIGRATION REFORM AND CONTROL ACT REQUIREMENTS PRIOR TO EMPLOYMENT, APPLICANTS MUST PROVIDE PROOF OF IDENTITY AND AUTHORIZATION TO WORK.