

## AIR QUALITY SPECIALIST I

### **Definition:**

Under close supervision, to assist and conduct, technical or compliance investigations, studies, inspections, and public education activities; to assist in and initiate compliance actions; and to learn to perform more difficult professional level duties.

### **Distinguishing Characteristics**

This classification is the entrance level in the Air Quality Specialist flexible classification series, providing progressively more responsible professional experience in inspection and compliance. Incumbents may be promoted to the next higher level of Air Quality Specialist II after acquiring the required training and experience, promotions considered on a merit basis subject to recommendation by the Air Pollution Control Officer and approval of the Director of Personnel.

### **Essential Functions:**

- Assists with surveillance, inspections and investigations; gathers and organizes emissions and compliance information and data for air pollution sources regarding the effectiveness of rules.
- Develops initial drafts of Permits to Operate; performs start-up and renewal inspections and verifies compliance.
- Performs complaint inspections; issues Notices of Violation.
- Assists with analyzing and evaluating data; prepares for more responsible assignments through observation and interaction with senior staff and participation in increasingly difficult assignments.
- Receives and applies training in the use of computers and software.
- Assists with source testing; gathers and organizes test and air monitoring information and data; may monitor emissions tests.
- Assists in assessing compliance with emissions limits; updates annual reports as needed.
- Performs complete and accurate compliance reports for review; informs appropriate persons of results.
- Participates in public education.
- Assists in the preparation of special reports.
- Attends workshops and working group meetings.
- May represent the District at public meetings.
- Drafts correspondence and reports.
- Maintains records and files.
- Appear at variance hearings or in court actions as an expert witness.
- Prepares correspondence as assigned.
- Performs related work as required.

**Employment Standards:**

Graduation from an accredited college or university with a Bachelor's degree in engineering, a physical, environmental, biological, or equivalent science.

Possession of a valid Class C California driver's license is required upon appointment.

A background check may be conducted for this classification.

**Knowledge of:** the physical sciences; knowledge of the principles and practices essential to the identification, collection and compilation of data to analyze and evaluate documents, technical reports and data.

**Ability to:** develop and present studies and report to staff and others; ability to establish and maintain positive and productive work relationships with fellow workers, superiors and representatives from other agencies; ability to understand and carry out complex oral and written instructions.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.