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.