



JOB DESCRIPTION

This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

GENERAL INFORMATION

Title	Air Quality Specialist I
Department:	Technical Services
Effective Date:	April 2024
Pay Range:	15
FLSA Status:	Non-Exempt

POSITION SUMMARY

This position performs field inspections and technical office duties to ensure compliance with federal, state, and local 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; and performs technical research and prepares reports.

Following are descriptions of the competency levels:

Contributing – Knows fundamental concepts, practices, and procedures of assigned field; work is generally routine, and instructions are generally detailed.

CHARACTERISTICS

Air Quality *Specialist I* is a *non-exempt* position that receives general direction from the LRAPA Air Technical Services manager for monitoring activities and permitting processes of the Agency.

ESSENTIAL DUTIES

The duties listed below are a typical sample; position assignments may vary. Percentage of time for each Essential Duties.

Compliance

Conduct compliance inspections of Air Contaminant Discharge Permits (ACDP) and other permit holders to determine compliance status with air quality permit, rules, and regulations. Investigate citizen complaints of industrial facilities. Review annual reports, O&M plans, and reports of upsets/excess emissions as needed to evaluate facility compliance status. Use methods and techniques of inspecting, testing, and evaluating facilities to determine compliance status and if violations have occurred. Prepare enforcement documents and supporting documentation.

Respond and investigate citizen complaints regarding home wood heating, outdoor burning, odors, and industrial facilities and determine compliance status with applicable rules and regulations. Facilitate resolution of citizen complaints to the extent practicable. Provide technical assistance to the public pertaining to relevant rules. Investigate, gather evidence, and prepare enforcement actions as applicable. Coordinate burn permit letters with fire suppression agencies.

Respond and investigate asbestos removal complaints, provide technical assistance, and determine compliance with requirements. Inspect asbestos abatement projects, and coordinate methods of abatement. Investigate, gather evidence, and prepare possible enforcement actions.

Provide assistance for sources, recommend process & operation of control equipment to maintain compliance. Prepare reports, correspondence, and other communications for internal and external purposes.

Participate in training to maintain EPA Method 9 visible emissions certification and proficiency in federal, state, and local air quality rules and regulations.

Maintains accurate and detailed records of inspections, complaints, and enforcement actions; prepares clear, concise, and timely reports on findings and recommendations; and ensures proper data management and reporting in accordance with LRAPA's policies and procedures.

Collaborates closely with LRAPA's Permit Writers and Permit Coordinators to share information, provide insights from field inspections, and ensure consistent enforcement of air quality regulations. Works cooperatively with external agencies such as the Oregon Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA) as needed to coordinate efforts and maintain effective partnerships.

Permits

Review draft ACDPs and Title V permits of industrial sources, make comments and recommend revisions assuring permit conditions are enforceable and meet all applicable requirements. Conduct permit applicability determinations on unpermitted facilities, including estimating emissions and reviewing applicable federal, state and local regulations as applicable, to recommend to Operation Manager.

Representative of LRAPA

Provide excellent communication, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the public and regulated facilities. Act as a representative for the agency in meetings with various federal, state, regional, local agencies, businesses, and private organizations. Respond to public inquiries regarding complex laws and rules and regulations. Represent the agency in public hearings and other meetings.

Public Service

Provide excellent public service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the public.

Related Duties as assigned

Performs related duties as assigned to meet agency needs.

QUALIFICATIONS

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.

Education & Experience:

Bachelor's degree in civil, chemical, mechanical, or closely related engineering/natural/physical sciences or environmental policy. At least one 1 years' experience of inspector experience. Experience as an air quality inspector or other media or equivalent education and experience which provides the knowledge, skills, and ability. Any combination of above.

Preferred Education & Experience:

At least 2 years of progressively responsible work experience demonstrating the knowledge, skills, and abilities of this position.

Licensing and/or Certification Requirements:

- Valid Oregon driver's license at time of appointment, depending on area of assignment.
- EPA Method 9 Certification required or ability to obtain such certification within six (6) months of appointment.

FUNCTIONAL SPECIFIC RESPONSIBILITIES

The successful candidate will have skills to convey complex or technical information to internal and external stakeholders; computer skills including database management and Microsoft Office 365 including Word, PowerPoint, and Excel; ability to interpret and apply laws, procedures, and regulations pertaining to governmental; excellent organizational and personal skills.

Technology Skills:

- Self-starter, capable of exercising independent judgement and organization management.
- Advanced ability to use the Internet, automated technical systems, and Microsoft Office programs.
- Advanced ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Experience managing communications, for a governmental agency.
- Proficiency in utilizing Generative AI tools to enhance research, analysis, and communication skills.

Knowledge:

- Knowledge of a variety of industrial and commercial processes, and appropriate air pollution control technologies.
- Knowledge of principles and practices of engineering as they apply to industrial processes and control systems.

- Knowledge of designs of a variety of air contaminant control systems.
- Ability to solve problems in situations involving difficult or adverse public interaction.
- Ability to interpret and apply laws, procedures, and regulations pertinent to the source of air contaminants being reviewed.
- Ability to gather, assemble, consolidate, and analyze facts and draw logical conclusions.
- Ability to determine sufficiency, reliability and relevance of the data collected.
- Ability to investigate, gather evidence, and provide expert testimony in contested cases.
- Ability to explain applicable rules and regulations to the public and facilities.
- Preference may be given to bilingual candidates, especially in Spanish.

Skills: *(Demonstrated skill in performing the following)*

- Demonstrating commitment to maintaining a respectful and inclusive work environment.
- Performing assigned duties in a safe manner.
- Managing projects; assigning and monitoring the work of others, as required.
- Analyzing complex information and systems evaluation.
- Conducting research; preparing reports.
- Developing, evaluating, recommending, and implementing processes and procedures.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Demonstrating use of discretion and independent judgment.
- Using computers and related software applications.
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Working effectively with the public, regulated entities, co-workers, employees, and supervisors from diverse backgrounds.
- Demonstrates strong conflict resolution and negotiation skills to effectively handle challenging situations that may arise during inspections, complaint investigations, or interactions with regulated entities and the public. Maintains a professional and constructive approach to problem-solving, striving to find mutually agreeable solutions while upholding LRAPA's mission and regulations.
- Excellent written and verbal communication skills to translate technical and Agency, local, state, and federal policy into plain language.

Abilities:

- Ability to implement lateral thinking, analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to work independently, while keeping managers apprised of progress.
- Ability to use automated financial systems and Excel at an advanced level.

Documentation and Record Keeping

- Maintains files, develops, and maintains internal control documents, maintains hard copy and electronic files, maintains files so that they are audit ready at all times.

Professional Training

- Professional training and growth.
- Stays current with changes in air quality laws, regulations, technologies, and best practices by actively participating in ongoing training and professional development opportunities. Adapts to new requirements and incorporates learning into daily work to maintain a high level of expertise and effectiveness in the role.

PHYSICAL REQUIREMENTS

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: "Never," "Occasional," "Frequent," or "Continuous."

Sitting	F
Walking	F
Balancing	F
Seeing	C
Hearing	C
Bending or stooping	F
Climbing	O
Crawling	O
Feeling	F
Dexterity with fingers	C
Grasping	O
Jumping	O
Keying (computer work)	C
Kneeling	O
Lifting or carrying	O
Pushing or pulling	O
Reaching	O
Twisting	O

WORKING CONDITIONS

Environmental Conditions:

The majority of work duties are performed in the Agency's office, located in Springfield, Oregon. May include travel to other agencies, residential homes, facilities or outdoor sites. Work and training opportunities may require travel.

Remote work may be an option depending on job duties.

JOB DESCRIPTION HISTORY

2023 – initial update LRAPA/HRA

2023-08 updated LRAPA/HRA

2024-04 updated LRAPA

SIGNATURES

I acknowledge that I have read and understand the above job description in its entirety, and I am capable of performing all the stated requirements.

Print Employee Name

Employee Signature

Date

Supervisor/Director Signature

Date