



LRAPA

Lane Regional Air Protection Agency

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	Environmental Specialist
Department:	Operations
Effective Date:	July 2023
Pay Range:	18
FLSA Status:	Non-Exempt

POSITION SUMMARY

This position functions at the professional and technical entry-level performing engineering tasks of moderate to high level of complexity. Using knowledge of industrial processes and equipment, is responsible for development and technical review of Title V permits and ACDPs for moderately complex cases in assigned categories. This position is the primary contact for industry managers and environmental operations personnel on matters relating to permit requirements and provisions, equipment requirements for air pollution control, and emissions limits at plant sites. This position is responsible for dispersion modeling reviews, emission inventory preparation and analysis, and database development and improvement.

Following are descriptions of the competency levels:

Journey Level – Environmental Specialist: Knows and applies fundamental concepts, practices, and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

CHARACTERISTICS

Environmental Specialist (ES) position receives general direction from the LRAPA Operations 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.

80% **Specialist**
Functions at the professional and technical entry-level performing engineering tasks of moderate complexity. Using understanding of industrial processes and equipment, the ES is responsible for development of Title V and ACDP air quality permits for simple to moderately complex sources in assigned source categories. The ES is primary contact with industry management and environmental operations personnel for matters relating to permit requirements and provisions, air pollution control equipment requirement, and emission limits at plant sites.

10% **Source Test Coordination**
A significant subset to the primary duties includes performing source coordinator activities, including coordinating source test projects at industrial facilities that are required by permit condition to quantify emissions from point sources. This position coordinates source testing to ensure consistency, quality, and accuracy of emissions data that is utilized for permitting and for managing airsheds.

10% **Technical Assistance and Reporting**
As a backup to primary field staff, functions at the professional technical level performing field tasks of moderate complexity, determines compliance with rules on asbestos, industry, open burning, and completes other assignments as assigned. Using technical knowledge of industrial processes and equipment, and comprehensive understanding of complaint resolution procedures, is responsible for implementing agency rules and responding to public air pollution-related complaints. Using professional judgment to apply established policies and guidance, they may also conduct investigations, make determinations of noncompliance, recommend appropriate enforcement action for violations, and provide expert testimony at contested case hearings. They investigate citizen complaints and work with the parties involved to resolve problems and may be required to complete scheduled inspections and file inspection reports.

Customer Service

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

Related Duties as assigned

Performs related duties as assigned to meet business 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 physical science, environmental science, or closely related field. 2 or more years of experience in the field or equivalent education and experience which provides the knowledge, skills, and ability.

Preferred Education & Experience:

3 years of experience at a technical or professional level performing activities in a natural resource program such as researching and analyzing data, conducting investigations, applying pertinent laws and regulations, or coordinating and monitoring project activities.

Licensing and/or Certification Requirements:

Valid Oregon driver's license at time of appointment, depending on area of assignment.

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 and grant accounting; 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.
- Excellent written and verbal communication skills to translate technical and Agency, local, state, and federal policy into plain language.
- Advanced ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency utilizing Generative AI tools to enhance research, analysis, and communication skills.

Knowledge:

- Knowledge of variety of industry 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.
- Skill in technical writing.
- Ability to identify and recommend solutions to industry to achieve compliance with permit requirements.
- Ability to apply generally accepted engineering principles to source being reviewed.
- 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 data collected.

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 clients, co-workers, employees, and supervisors from diverse backgrounds.

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.

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	N
Keying (computer work)	C
Kneeling	O
Lifting or carrying	O
Pushing or pulling	O
Reaching	O
Twisting	O

WORKING CONDITIONS

Environmental Conditions:

Work is performed in the Agency's offices, located in Springfield, Oregon. May include travel to other agencies or grant sites, including but not limited to Eugene, Oakridge, Cottage Grove, and unincorporated areas of Lane County. Work and training opportunities may require travel within the State of Oregon. Work is performed in an office environment.

JOB DESCRIPTION HISTORY

2023 – initial update LRAPA/HRA

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