

SACRAMENTO METROPOLITAN



AIR QUALITY
MANAGEMENT DISTRICT

Assistant / Associate Air Quality Specialist
Regular Full-Time
Recruitment #0807
\$5128/mo- \$7239/mo.

The Sacramento Metropolitan Air Quality Management District (SMAQMD) is recruiting for a regular, full-time Air Quality Specialist in the Program Coordination Division. We are also currently recruiting to establish a list for future vacancies throughout the District. This position is responsible for performing a variety of professional and technical work in connection with inspection, investigation, evaluation, control, and assessment of air quality standards, conditions, plans and strategies to ensure compliance with applicable laws, rules and regulations; and for performing other related duties as required. Appointment at the Assistant/Associate level will depend on experience and qualifications of the selected candidate. **Closes: Friday, May 2, 2008 at 5 PM.**

JOB FUNCTIONS MAY INCLUDE THE FOLLOWING:

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Evaluates and audits various complex industrial and commercial facilities with atmospheric emissions to determine compliance with all permit conditions, applicable laws, rules and regulations; investigates problems or concerns to determine if violations exist or if problems need further engineering assessment or source testing.
2. Collects, organizes, analyzes, evaluates, and validates an assortment of data, air and soil samples, and other material to determine compliance with air quality standards.
3. Issues legal notices for violations of law which have occurred; participates in negotiations with violators for voluntary compliance to laws, rules, policies and regulations; recommends enforcement action.
4. Reviews and analyzes air monitoring data; ensures compliance with air monitoring regulations regarding test scheduling, reporting and record maintenance; may act as project leader.
5. Reviews and evaluates air quality control permit applications; performs initial and annual inspections; reviews source test protocols; observes source tests; reviews and analyzes test results.
6. Consults with management and technical staff of industrial and commercial establishments on solutions to problems arising from mobile source, stationary source and toxic air contamination.
7. Participates in specific program activities such as landfill testing, asbestos removal, and soil aeration, including evaluation and review of plans and permits, field-testing and observation, data analysis, and report preparation.

8. Researches local air quality; performs necessary studies and analysis of technological feasibility, economic and other impacts of proposed practices and rule changes; writes, analyzes and justifies rule changes and advisories; reviews and comments on legislation and regulations.
9. Assists with the application intake process; screens packets for completeness; determines if expedited permitting is applicable; determines fees.
10. Represents the District on committees and at public activities, meetings, and before official bodies.
11. Maintains records and prepares reports regarding violations, complaints, sources of air pollution and other related information; maintains data base information for a variety of air quality management programs.
12. Assists with special projects performed by other work units or divisions.

MINIMUM QUALIFICATIONS

Education and Experience:

Assistant Air Quality Specialist – Completion of a Bachelor’s Degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or a field related to the specific program or any combination of training and experience that provides the desired knowledge and abilities.

Associate Air Quality Specialist – Completion of a Bachelor’s degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or a field related to the specific program and two years of full time experience as an Assistant Air Quality Specialist or two years of full time experience performing duties in the areas of inspection, investigation, evaluation, monitoring, or rule development for stationary or mobile sources of air contaminants or clean fuels; or any combination of training and experience that provides the desired knowledge and abilities

KNOWLEDGE & ABILITIES

Knowledge of (both levels) principles of physics, chemistry, mathematics, and natural science related to determining, evaluating, monitoring and controlling air quality; principles and methods of measuring air quality; statistical analysis; basic computer principles and applications.

Knowledge of (Associate level) the design and use of air quality control devices, instruments, equipment and various types of industrial processes; major types and sources of air pollution; purposes and procedures of various public and private agencies involved in air quality management; criteria and procedures for siting air monitoring stations, air monitoring telemetry system operation, and quality assurance procedures for air monitoring and meteorological data; concepts, methods, and practices of vehicle fleet operation; manufacturing techniques and design concepts of vehicle technology; clean fuels technology and associated products; model concepts of emission inventory.

Ability to (both levels) analyze, interpret and apply legislation, laws, regulations, and technical publications related to air quality management; apply scientific methods and principles to recognize and investigate air pollution problems; analyze technical problems and propose effective solutions; prepare technical reports; interpret and explain Federal, State, and local laws, policies and procedures; successfully deal with a variety of different personalities and situations; make written and verbal presentations to professional and civic groups; communicate in public and private meetings, group discussions and interviews with people of varying technical skills and personalities.

Special Requirements

1. Possession of a valid Class C California Driver’s license by date of appointment for positions in air monitoring and positions performing inspections.
2. Possession of California Air Resources Board visible emissions evaluation certification within the first six months of appointment for positions performing inspections..

Physical Demands

Positions within these classes that perform inspections of air monitoring activities will require the ability to bend, stoop, climb ladders and stairs, crouch, and lift weights up to approximately 25 pounds (weights include briefcase, manuals, testing equipment, etc.).

Working Conditions

Inspection positions are exposed to chemicals, dusts, fumes and noise on a frequent basis. Inspections may be performed in hazardous environments. Computer monitor used on a daily basis. Travel throughout the District is required for inspection and air monitoring positions.

APPLICATION PROCESS

Applicants who are interested and qualified for this position may submit a District application located at www.airquality.org or send a resume*. The resume should include at least the following:

Relevant Job History	Job Title and Duties
Beginning/End Dates of employment	Education/Degree Awarded

In addition, applicants may request that an application be mailed via the Job Hotline: (916) 874-4819. Send completed * resume to jobs@airquality.org, **Attn: HR 0807**, or mail application or resume to:

SMAQMD Human Resources
 777 12th Street, 3rd Floor
 Sacramento, CA 95814

* Selected candidates who submit resumes will be asked to complete an official District application prior to the interview.

1. Complete and submit a Sacramento Metropolitan Air Quality Management District Employment Application. Specify the position title and the recruitment number (0807). *Specify whether you are applying for the Assistant or Associate level position.* A separate application is required for each level and applicants may apply for both levels depending on qualifications. Resumes are accepted initially in lieu of an official application. However, for those candidates who are invited to participate in an interview, a completed application is required prior to the interview. Include all information requested in the Employment Application, such as copies of certificates, diplomas, etc.
2. Do not staple your submittal; use paper clips only, please.
3. The **final filing date for this position is Friday, May 2, 2008 at 5 PM.** Postmarks and faxes are not accepted.

If interest is established, candidates will be contacted for further information and an interview. Please submit all required materials by **May 2, 2008 at 5:00pm.**

Important Information:

Neatness, grammar, spelling, and professional appearance will be considered in reviewing your submittal. The application process is part of the testing process. All submitted application materials will be reviewed and screened based on the necessary employment standards for the position. The status of your application will be acknowledged within 3 weeks. The number of candidates invited for interview depends on the size of the candidate pool.

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SMAQMD offers a comprehensive benefits package including paid vacation and sick leave, 12.5 paid holidays, \$490/mo. cafeteria benefit plan contribution, PERS Retirement [2% @55](#), employer paid life insurance, transit subsidy, Employee Assistance Program, optional 457 Deferred Compensation plan and more. EOE