Air Quality Specialist I

FLSA/WMWA

Non-Exempt (Hourly, Overtime eligible)

Pay Scale

See Board approved pay scale

Job Summary

An Air Quality Specialist I works independently in a team context, as well as follows the guidance of the Air Quality Specialist II, reporting to the Compliance Section Manager, to:

- Conduct scheduled and unscheduled inspections at air pollution sources;
- Investigate citizen complaints regarding odors, burning, dust, asbestos and others;
- Interpret and explain clean air laws, rules, and regulations;
- Issue violations as necessary, sometimes in very contentious situations;
- Represent the agency in public meetings, when performing inspections, and when working with other entities.

Examples of Duties

- Independently conduct inspections and investigations of stationary air pollution sources.
- Independently conduct inspections and investigations of asbestos projects and complaints as assigned.
- Investigate complaints primarily related to outdoor/agricultural burning, dust, odors, asbestos and solid-fuel burning devices.
- Provide compliance and technical assistance to citizens and businesses in individual and group settings.
- Review industrial process and air pollution control information, monitoring data and records to determine compliance.
- Prepare detailed inspection reports and/or checklists and enter information into databases.

Examples of Duties (cont.)

- Provide verbal warnings and issue written warnings, corrective action notices, and Notices of Violation (NOVs) along with other enforcement documents.
- Make recommendations for civil penalties using Board approved penalty worksheets.
- Serve as a witness to provide testimony in legal proceedings in support of agency enforcement actions.
- Represent the agency and provide air quality information in meetings with the public, businesses and other agencies.
- Work with the Communications and Outreach Staff to respond to media inquiries.
- Consult with the engineering staff as needed regarding technical and permitting issues.

General

- Implement current programs to achieve compliance with applicable laws and regulations.
- Participate in special projects or other duties as necessary and assigned.
- May be required to work weekend or evening shifts and travel, including overnight, as assigned.

Minimum Requirements

Bachelor's degree in Environmental Studies, Environmental Science, Environmental Planning, Environmental Policy, Engineering, physical or natural science, or a closely related field; AND One year of experience in regulatory compliance, inspection, investigation, or similar experience; Or

Five years of experience in regulatory compliance, inspection, investigation, or similar experience; Or

An equivalent combination of college education and/or experience as stated above.

Desirable Qualifications

- Knowledge of inspection procedures including safety practices.
- Knowledge of federal, state and local air pollution regulations.
- Knowledge of industrial process operations and air pollution control technology.
- Experience in environmental (air quality preferred) compliance.
- Knowledge of asbestos regulations or management practices.

Skills and Abilities

Skilled in:

- Using sound, independent judgment in making consistent decisions based on a clear assessment of the facts and considerations for both short and long-term ramifications;
- Reading comprehending and implementing laws, regulations and permits; explaining them to others with less expertise;
- Communicating verbally and in writing in a manner that is clear, concise, easy to follow, and tailored for the intended audience;
- Independently managing multiple tasks and using resources efficiently to complete them in a timely manner;
- Using Microsoft Office products.

Has the Ability to:

- Pass criminal and motor vehicle background screenings;
- Pass a drug test;
- Climb steps and ladders, stoop, crawl, jump;
- Work in environments which may contain dust, smoke, asbestos, noise, fumes, extreme temperatures, and exposure to heights;
- Lift up to fifty (50) pounds;
- Identify the characteristics and intensity of odors;
- Work in an office or field setting for extended periods of time;
- Work in various environments including office, industrial, remote rural, and residential settings for extended periods of time;
- Participate in the asbestos respiratory protection program including medical evaluations, respirator fit tests, and respiratory protection training;
- Operate a motor vehicle to travel within Spokane County, and occasional out-of-county, sometimes overnight, trips;
- Appropriately use personal protective equipment such as a respirator, safety glasses, hearing protection, hard hat, and protective shoes;
- Maintain composure and professional conduct when working with the public, co-workers and other persons under varied conditions, including contentious, stressful or sensitive situations; and
- Demonstrate proficiency using agency databases within six months of employment.

Classification Standards

This is an entry level inspector position. The person in this position performs skilled technical work. The person is expected to be competent in performing compliance and enforcement

activities under the direct supervision of the Compliance Section Manager of SRCAA. The person is responsible for the quality of his/her own work and interfacing with other groups, organizations, and the public.

Licenses / Certifications

- Valid driver's license;
- Obtain certification in Plume Evaluation within seven (7) months of employment date and maintain certification;
- May be required to obtain certification as an Asbestos Hazard Emergency Response Act (AHERA) Building Inspector within twelve (12) months of employment date and maintain certification.

Behavioral Standards

- Conduct which meets or exceeds SRCAA "Core Competencies" and "Service Principles for Compliance" (attached);
- Honest and ethical behavior including (but not limited to) avoiding a conflict of interest or the appearance of a conflict of interest;
- Perform work in a manner consistent with all applicable rules, regulations, agency policies, procedures and guidelines;
- Participation in training and personal development activities determined as appropriate or necessary to maintain or acquire necessary knowledge, skills and certifications.

Established/Revised Date

August 4, 2016

April 3, 2025

Core Competencies

Competencies refer to the "how" of the job – the behavior that the employee engages in when carrying out the "what" of the job. They are the measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function. SRCAA's five core competencies focus on the soft skills – the human interaction side of our work.

Customer Service

- Responds to the public's inquiries, requests and complaints in a timely manner, and follows through with projects.
- Displays a positive and professional image at all times; maintains composure in difficult situations.
- Takes more than routine action to assist the public.
- Understands the Agency's goals, programs, processes, and services, and can explain them to the public in simple terms.

Leadership & Initiative

- Performs work independently without being prompted.
- Recognizes and seizes opportunities even if outside of normal job duties.
- Anticipates problems and proactively addresses them.
- Finds new and creative ways to accomplish work more efficiently.
- Takes steps to develop the mutual trust and respect necessary for a productive, positive work environment.
- Demonstrates technical and professional expertise relative to their position.
- Leads by example. Doesn't expect from others, what they would not be willing to do themselves.

Teamwork

- Willingly contributes work and effort to achieve group success.
- Participates actively in team and/or Agency decision making.
- Works well with team members and does not contribute to unproductive group conflict. If conflict arises, works to find a solution and focuses on the future.
- Adapts easily to changing needs, conditions, and work responsibilities.
- Doesn't jump to conclusions by assuming others words or actions mean them harm.
- Consults with affected individual(s) prior to making decisions that may impact them.
- Fosters a positive, problem-solving team spirit with other agency staff, requesting input and discussing issues positively, constructively, and respectfully.
- Recognizes individual contributors.
- Listens to and effectively communicates with everyone in the organization.

Professional Behavior

- Admits mistakes and treats them as opportunities for learning. Doesn't place blame on others for mistakes.
- Approaches conflict in a respectful and constructive manner.
- Shows sound judgment under pressure.
- Deals maturely with anger, frustration, and disappointment, and focuses on the future.
- Accepts feedback, questions, and constructive criticism from others without becoming defensive.
- Provides constructive input and asks questions in a positive manner.
- Honors commitments.
- Demonstrates respect for other people's time.
- Maintains a friendly and helpful demeanor at all times.
- Supports the Agency's mission by following internal policies and guidance, regardless of personal opinions and beliefs.
- Earns the trust, respect, and confidence of coworkers through honesty and professionalism in all interactions.

Networking & Organizational Agility

- Relates well to all kinds of people and personalities, external and internal to the organization.
- Builds rapport and relationships across the organization to break down barriers and accomplish work.
- Maintains contact with key players across the organization and within the work department/section.
- Clearly conveys and receives information and ideas through a variety of media.
- Builds relationships with external organizations in support of the Agency's work.

SERVICE PRINCIPLES FOR COMPLIANCE

• We interact with others in a courteous and respectful manner. We listen to others to understand their needs so we can better serve them.

• We respond to citizen complaints in a timely manner. We attempt to resolve complaints using our compliance tools and even mediate between the source and the complainant as appropriate. If requested, we provide complainants an assessment of when, or if, the problem will be resolved.

• We approach regulated sources in a spirit of cooperation and trust. Our goal is to build a positive working relationship with sources by understanding their point of view and then responding in a fair and reasonable manner.

• We attempt to make complex requirements understandable and as easy to implement as practical. For example, we produce and distribute guidance documents to interpret the regulatory requirements, explain the need for and benefits from the regulations, the methods for achieving compliance, and the time frame for achieving compliance.

• We provide information on regulations and permits through a variety of methods including electronic media, fax, mail, and through other organizations such as trade associations and other governmental agencies.

• We use appropriate tools for sources that are not in compliance. These tools range from warnings to civil penalties, with compliance assistance the foundation of our program.

• We explain the rationale for our enforcement actions to sources subject to civil penalties. We describe the enforcement process and communicate individuals' rights within the process in a manner that is intended to inform and not be intimidating.