



Engineer I

FLSA/WMWA

Non-Exempt

Salary Range

See Board approved salary scale

Job Summary

As a member of the engineering section reporting to the Supervisory Engineer, this position performs environmental engineering tasks, inspections, technical compliance assistance, and other technical duties to assure compliance with local, state, and federal laws and regulations.

Examples of Duties

- Perform technical review of air quality permit applications and permit revision requests, including:
 - Reviewing project description, manufacturer cut sheets, site plans, flow charts, and other pertinent information to understand proposed project and expected air quality impacts;
 - Calculating expected criteria and toxic air pollutant emissions from proposed industrial/commercial source projects;
 - Conducting computer dispersion modeling of emissions from air pollution sources;
 - Reviewing federal, state, and local air pollution regulations and laws for applicability;
 - Analyzing technical data and make permit decisions based on applicable regulations, agency policies, and sound engineering judgment;
 - Writing permit conditions to ensure project complies with applicable regulations; and
 - Documenting permit review and decisions in a clear and concise written report.
- Conduct initial compliance inspections for industrial/commercial sources that have received recent air quality permits.
- Provide technical compliance assistance and pollution prevention services to industrial/commercial sources as part of the small business assistance program.

- Serve as engineering lead for agency registration program, including:
 - Working with compliance section to register sources that are discovered;
 - Entering registration information in agency registration database for sources that have gone through permitting and for newly registered facilities;
 - Reviewing annual registration forms for accuracy prior to mailing; and
 - Providing technical review of throughput information reported on annual registration forms used for annual registration billing.
- Review environmental checklists, pre-application meeting notices, and other proposals for air quality impacts and send comments with applicable air quality requirements.
- Review air quality plans, reports, and test results for acceptability.
- May assist in review and issuance of Air Operating permits.

General

- Assist in the administration of current programs to comply with applicable laws and regulations.
- Participate in special short-term and long-term projects as necessary. Perform other duties as required.
- Does not have supervisory responsibility.

Minimum Requirements

- Bachelor's degree in Engineering or an Engineer-In-Training Certificate AND
- Two (2) years or more of experience as an Associate Engineer or equivalent (a Master's degree may substitute for one year of experience)

OR

- Bachelor's degree in Environmental Science, Environmental Planning, Environmental Policy, or a closely related field AND
- Four (4) or more years of experience as an Associate Engineer or equivalent (a Master's degree may substitute for one year of experience).

Skills and Abilities

Skilled in:

- Applying basic engineering principles and practices, including material balance and ideal gas law;
- Performing engineering math to perform emission calculations and computer modeling;
- Understanding industrial/commercial processes and basic air pollution control equipment;
- Applying local, state, and federal air pollution regulations and laws;

- Organization and attention to detail; and
- Using Microsoft Office products and within 6 months of employment, agency databases.

Has ability to:

- Communicate verbally and in writing in a manner that is clear, easy to follow, and tailored for the intended audience;
- Work collaboratively with coworkers, other agencies, regulated businesses, and the public in a respectful, courteous manner;
- Understand and apply basic industrial source inspection procedures;
- Analyze technical data and make decisions based on applicable regulations, agency policies, and engineering judgment;
- Convey technical information in a non-technical manner;
- Work independently with minimal supervision;
- Work effectively under pressure and with frequent interruptions;
- Understand and follow directions, including policies in SRCAA's employee handbook;
- Work in an office setting or field settings for extended periods of time;
- Use appropriate protective devices such as safety glasses, hearing protection, hard hat, and protective shoes;
- Climb steps and ladders, stoop, crawl, and jump;
- Work in industrial environments where there may be exposure to dust, smoke, asbestos, noise, high or low temperatures, heights, and fumes; and
- Attend training as assigned.

Classification Standards

The person in this position performs highly skilled technical work. The person is expected to be competent in performing engineering related duties under the direct supervision of the Supervisory Engineer. The person is responsible for the quality of his/her own work and dealing with technical data necessary for interfacing with regulated businesses, other agencies, and the public.

Licenses / Certification

- Valid driver's license

Behavioral Standards

- Meets or exceeds core competencies as a SRCAA employee (attached).
- Demonstrates honest and ethical behaviors. Avoid conflicts of interest or the appearance of conflicts of interest.

Established/Revised Date

Revised November 5, 2015

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.