



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
invites applications for the position of:
Air Quality Inspector I/II

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$36.20 - \$48.51	\$2,895.66 - \$3,880.46	\$6,273.93 - \$8,407.67	\$75,287.19 - \$100,892.04

OPENING DATE: 12/04/19

CLOSING DATE: 12/30/19 05:00 PM

DESCRIPTION:

The Bay Area Air Quality Management District (District) is a regional government agency, committed to achieving clean air to protect the public's health, the environment and the global climate. The District accomplishes this goal through regulation of industrial facilities, regional planning efforts and various outreach and incentive programs designed to encourage clean air choices.

The District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The District is currently conducting a recruitment for the position of Air Quality Inspector I in the Compliance & Enforcement Division. There are seven (**7**) positions. This is an open recruitment for full-time, represented positions.

Under direction, performs a full range of inspections and investigations of manufacturing, industrial, commercial, agricultural and residential facilities and dwellings that are existing and/or potential sources of air pollution; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION:

Conducts annual compliance inspections on facilities designated as sources of air pollution within an assigned geographical area within established guidelines and time frames; makes determinations of compliance with applicable regulations; verifies permit status.

Uses monitoring equipment and instrumentation to measure and evaluate various emissions and particulates; maintains these devices for integrity and consistency of performance.

Responds and investigates complaints by citizens of air pollution problems; determines nature and extent of problem; takes representative samples of various materials for laboratory analysis; prepares documentation of findings; consults with citizens on status of complaint.

Prepares a variety of written communications, including detailed technical reports, compliance guidance memoranda and case summaries used for office conferences and hearing board sessions; completes inspections forms.

Issues violation notices to sources found in violation of compliance; prepares necessary documentation for violation notice reports.

Conducts on-site inspections of manufacturing, industrial, commercial and agricultural operations and their compliance to ensure adherence to air quality standards and regulations; may call for source tests of site emissions.

Conducts grid surveillance to detect permit and emissions violations; ensures that all potential air pollution sources are identified for future monitoring and abatement.

Conducts chemical and plume evaluation tests and record findings; takes photographs for documentation at inspection sites.

Interfaces with technical personnel at facilities regarding plant source emissions, solvent usage, permit status, and compliance status with district rules and regulations; explains compliance options to industry when a violation occurs.

Provides information and assistance to businesses and the public regarding District regulations and authority, permit policies and procedures.

Coordinates with other governmental agencies regarding the investigation of complex community air pollution exposures, such as highly toxic spills.

Interacts with laboratory staff regarding the analysis of samples taken in the field.

Represents the District before the Hearing Board or courts regarding violations of District and state air quality control regulations; represents the District with technical personnel, other governmental agencies and the public.

MINIMUM QUALIFICATIONS:

Education and Experience

A typical way to obtain the knowledge and skills is:

Air Quality Inspector I: Equivalent to graduation from a four year college or university with major coursework in chemistry, engineering, environmental science or a closely related field.

Air Quality Inspector II: In addition to the above, two years of experience performing air quality inspections at a level equivalent to the District's class of Air Quality Inspector I.

HOW TO APPLY & SELECTION CRITERIA:

Interested individuals must submit a completed BAAQMD application, chronological resume, and responses to the supplemental questions no later than **5:00 p.m. on Monday December 30, 2019**. Applications are accepted online only. Please visit our website at www.baaqmd.gov/jobs to apply or to download an application. Resumes must be included, and not in lieu of the required application materials. Postmarks, faxes, and E-mailed applications will not be accepted.

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned.

Supplemental Questionnaire Instructions:

Individuals who apply for this position must respond to each of the supplemental questions. Both paper and online applications must be received by the Human Resources Office no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria in the vacancy announcement.

Instructions: Please limit your responses to one page per question. Do not combine your responses, or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. Please be advised that the information you provide will be evaluated "as is" and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

You must provide the following for each question regarding experience: The name of the employer where you gained your experience, your job title, length of time in years/months

performing the specific function, and detailed examples that illustrate your duties and responsibilities.

SELECTION CRITERIA:

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Updates regarding your status in the recruitment will be sent via email, unless you indicate a different preference on your application.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

The District is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.baaqmd.gov>

Job #JH.2019.AQInspector
AIR QUALITY INSPECTOR I/II
JH

OUR OFFICE IS LOCATED AT:

375 Beale Street Suite 600

San Francisco, CA 94105

415-749-4980

415-749-4980

HR_Staff@baaqmd.gov

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Air Quality Inspector I/II Supplemental Questionnaire

- * 1. Describe your education that qualifies you for this position, listing pertinent coursework.

- * 2. Describe your experience in working independently, exercising sound judgment and initiative. Include in your response the characteristics you feel are necessary to work independently.

- * 3. Describe any experience preparing written reports related to air quality or to applying, implementing, or enforcing technical laws, rules, and regulations.

- * Required Question