



CLASS SPECIFICATION

Class Code: 0619
Date Est: 09/1990
Last Rev: 07/2019
Last Title Chg:
FLSA: exempt
Probation: 12 months

DIVISION DIRECTOR - AIR QUALITY MANAGEMENT

DEFINITION

Under administrative direction, plans, organizes and directs the Air Quality Management Program for Washoe County, including regulation development, air quality plan development, air quality monitoring, permitting, enforcement, emissions control and public education efforts; represents the division on a variety of matters with boards, public forums and the media; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in natural or environmental sciences, engineering or a closely related field AND five years of full-time experience performing environmental control or enforcement functions in a government agency or industry, including two years in developing or directing a major program in a field of environmental control; OR an equivalent combination of education and experience. A master's degree in environmental science, public health or a related field may be substituted for one year of the required experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional staff within the Washoe County Air Quality Management Program.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepare, present and implement a Strategic Plan, including Federal Air Quality work plans; and develop program requirements based on statutes and the need for the maintenance of air quality standards.

Develop regulatory proposals to control emissions from mobile and stationary sources of air pollution and submit them for consideration by the District Board of Health.

Assign, direct and review the work of division staff including the direct supervision of air pollution staff; conduct performance evaluations and evaluate the effectiveness of programs.

Develop and provide budget justifications for division expenditures and make recommendations for budget reductions deemed necessary during budget review.

Represent the Air Pollution Management Program with the media, hearing boards, District Board of Health, the public, civic organizations and other departments and agencies.

Explain division regulations, air pollution attainment strategies, air quality trends and related issues to the public.

Direct the preparation and prepare progress reports to grant agencies and special reports on air quality programs and issues for the public and the District Board of Health.

Coordinate with other agencies in the development and implementation of strategies to attain health-based air quality standards.

Develop recommendations for technical and research programs necessary to determine sources and extent of air quality problems or to evaluate potential solutions; including, but not limited to, siting of air quality and meteorology monitors, computer simulation modeling of air pollution episodes, chemical testing and identification of sources.

Provide direction and guidance for enforcement processes including enforcement techniques, documentation of facts, evidence collection, issuance of notices of violation, stop work orders, operating permit suspensions and citations.

Make recommendations to Health Officer on the declaration of air pollution episodes when air pollution levels reach, or are predicted to reach, unhealthful levels.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Countywide personnel policies and procedures.

Computer software specific to the department/division and technical field.

Federal, State and County laws and regulations governing air quality management.

Community commissions and agencies involved in air pollution control.

Ability to:

Supervise personnel, including training, assigning and reviewing work, coaching and mentoring, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct the operations of the Air Quality Management Program to efficiently accomplish established goals and objectives.

Develop and implement air pollution control requirements and apply federal air quality control requirements while demonstrating awareness and sensitivity to political issues.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of management and supervision.

Principles of budget preparation and fiscal accounting.

Federal air quality management control programs and laws, rules, and regulations pertaining to air quality standards.

Methods and procedures of identifying and controlling air quality problems, which includes the measurement and control of pollutants.

Meteorological and atmospheric processes affecting air pollution levels in the community.

Investigation, inspection and enforcement techniques.

Ability to:

Interpret, understand and apply technical reports, statutes, rules, regulations, physical test results and data.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Direct investigations and inspections through the use of proper investigative techniques and processes.

Ensure that appropriate enforcement actions are undertaken.

Develop and implement recommendations regarding work procedures and cost-effective services.

Interpret chemical and physical test results and ensure conformity to appropriate standards.

Communicate effectively, both orally and in writing.

Make sound decisions under pressure and negotiate outcomes that preserve individual rights and meet environmental standards.

Maintain cooperative working relationships with division staff, the public, and representatives of other departments.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use environmental testing equipment and office equipment including computers, copiers, telephones, and two-way radios.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.