



**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>
\$34.80 - \$46.64	\$2,784.29 - \$3,731.21	\$6,032.63 - \$8,084.30	\$72,391.53 - \$97,011.58

**OPENING DATE:** 10/03/18

**CLOSING DATE:** Continuous

**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 eight **(8)** 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 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.**

**Responds to and investigates complaints by community members of air pollution problems; determines nature and extent of problem; takes representative samples of various materials for laboratory analysis; prepares documentation of findings**

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

**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.**

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.

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

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.

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

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.

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:  
How to Apply**

Interested individuals must submit a completed official BAAQMD application along with a chronological resume and the answers to the Supplemental Questionnaire to the District's Human Resources Office at 375 Beale Street, 6th Floor, San Francisco, CA, 94105. This position will remain open until filled. Applications are accepted online. Please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply or to download an application.

Resumes are required, but **not** in lieu of the required application materials. Postmarks, faxes, and E-mailed applications will not be accepted.

**Supplemental Questions Instructions**

Individuals who apply for this position must respond to each of the required supplemental

questions. Online or paper applications must be received by the Human Resources Office no later than the time and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

**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. This information will be evaluated as is and may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. It is very important to provide a concise, clear, legible, complete response to each question.

**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.

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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.baaqmd.gov>

Job #AG018  
AIR QUALITY INSPECTOR I/II  
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OUR OFFICE IS LOCATED AT:  
375 Beale Street Suite 600  
San Francisco, CA 94105  
415-749-4980  
415-749-4980  
[employment@baaqmd.gov](mailto:employment@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