



POSITION ANNOUNCEMENT
AIR QUALITY SPECIALIST
(Internal/External)

SALARY AND BENEFITS: \$5004 to \$6097 per month plus \$1193 monthly Cafeteria Health Benefit Plan; Portion of Retirement paid by District; Vacation Leave, Holiday Leave, Sick Leave, Life Insurance, and Disability Insurance.

APPLICATION DEADLINE: Applications will be accepted until **4:00 P.M. on Friday, 10/27/2017.**

The Mojave Desert Air Quality Management District is currently recruiting to fill for the position of Air Quality Specialist to support the Mojave Desert Air Quality Management District located in Victorville, California. The District provides air quality planning, engineering, compliance, and monitoring for the Mojave Desert Air Basin.

Under technical supervision, performs inspections and investigations of industrial and commercial facilities with the potential to emit air contaminants for compliance with air pollution control regulations; responds to citizen complaints regarding air pollution; issues notices to comply or notices of noncompliance when violations of state or District regulations are found; documents findings; provides compliance assistance to facilities; confers with industry representatives and explains compliance requirements; performs related work as required.

Education and Experience:

The Air Quality Specialist position requires the possession of a high school diploma (or equivalent); along with an Associate's degree majoring in biology, chemistry, engineering, geology, health, mathematics, meteorology, physics, planning (or directly related physical or environmental science field or discipline) or two years of work experience as an Associate Air Quality Specialist or similarly related field.

Examples of Essential Functions for this position:

Essential functions may include, but are not limited to, the following:

Conducts inspections and surveillance of industrial and commercial facilities for compliance with permit conditions and regulations; makes periodic inspections to ensure proper operation and determines adequacy of air pollution control maintenance programs; investigates cause of reported breakdowns of equipment, remedial action taken, and compliance with breakdown regulations; evaluates proposed burn projects for compliance with burn rules; determines compliance of permitted burns in-progress; witnesses testing at facilities to evaluate proper procedures and equipment compliance

Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate actions to resolve problems; performs surveillance of nonpermitted sources.

Reviews source files for pertinent data; evaluates tests and reports; maintains records and prepares reports regarding, complaints, breakdown violations and violation follow-up; documents sources of air pollution, control equipment, methods of operation, and related data.

As assigned, participates in the administration of other programs such as Asbestos, Delinquent Permits, Dust Control, Portable Equipment and Variance. Issues notices of noncompliance with District regulations.

Establishes positive working relationships with representatives of the community, organizations, state/local agencies, District management and staff, and the public.

Performs other duties as assigned.

SELECTION CRITERIA:

All application packets will be reviewed based on the necessary employment standards for the position. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

Application Process: Interested applicants must submit: (1) a completed official Mojave Desert AQMD District application; (2) at least two current professional references; and (3) current resume. A resume **will not** be accepted in place of a completed original Mojave Desert AQMD application form. A resume may not be attached as a substitute for completing any section of the application

Faxes of the District's application form **are not** acceptable.

The District must receive all application materials no later than the day and time specified at the **APPLICATION DEADLINE**, which appears on this announcement.

Eligibility Lists: A list of qualified candidates may be established in descending order of score or rank resulting from the evaluation or examination process. Applicant names may remain on an eligibility list for six months unless otherwise indicated. Eligibility Lists may be extended under special circumstances.

Medical Examination: Conditional offers of employment are made with the understanding that candidates may be required to pass a medical examination. Failure to meet medical standards may result in termination or withdrawal of appointment if employed prior to completion of the District's medical examination.

Immigration Law: At the time of hire, District employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

Probationary Period: All regular District employees must satisfactorily complete a probationary period of six months. Upon promotion, employees must complete a new probationary period.

Note: The Deputy Director of Administration may specify the number of candidates to be qualified in the evaluation or examination or any part of any recruitment. The Deputy Director of Administration may amend, revise or terminate any part of this recruitment, or the entire recruitment, without further notice.

LICENSE: The Air Quality Specialist position requires the possession of a valid California driver's License and meets the automobile insurance requirements of the District.

OTHER REQUIREMENTS: The Air Quality Specialist position must possess or be able to obtain a State of California Visible Emissions Evaluation certification.

APPLY TO: Mojave Desert Air Quality Management District
Administrative Services
Attn: Ms. Jean Bracy
14306 Park Avenue
Victorville, CA 92392-2310

This position announcement is descriptive only and does not constitute an employment contract expressed or implied.