



INSPECTION SPECIALIST I, II, III

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs professional field inspection and investigation of air pollution sources, control systems, devices and equipment to ensure compliance with air pollution control regulations; issues written notices; assists in enforcement actions against violators; and performs related duties as required. Individuals in the III classification may act as a lead inspector or administer and/or supervise a special enforcement or related program/project.

CLASS CHARACTERISTICS:

The Inspection Specialist I is the entry and training class of the series. Incumbents work under immediate supervision while learning the principles and practices necessary to monitor and enforce air pollution control regulations and perform the less complex work and inspections and, in a training capacity, learn how to perform the more difficult and complex inspections, investigations and enforcement actions. The Inspection Specialist II is the fully experienced, journey level class of the series which requires performance of more difficult tasks requiring a working knowledge of inspection, investigation and enforcement practices. Incumbents work under general supervision and perform the full range of inspection assignments requiring professional judgment and knowledge of a variety of industries. The Inspection Specialist III is the advanced journey level class in this series and performs the most difficult and complex field inspections and investigations. Additionally, the Inspector Specialist III works with minimal supervision and may, in addition to inspection/investigation/enforcement duties, act as a lead worker and/or administer or supervise a special enforcement or related program/project such as the asbestos program, the mutual settlement program, or the safety program which may require specialized knowledge or skills not utilized by other inspectors.

The Inspector Specialist III is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Performs field tests using a variety of equipment including pressure, temperature and sulfide test devices, organic vapor analyzer and air/vapor sample pump; maintains these devices for integrity and consistency of performance; examines emission data reports for compliance; collects, insures integrity and submits samples to lab; prepares plot plans, processes charts and flow diagrams.
- Performs inspections and investigations of commercial and industrial equipment, systems and processes to assess air quality impact, including oil and gas processing plants, chemical plants, certain fuel burning sources, gas stations, facilities which use solvent and chemical processes and other facilities. Completes investigations of complaints of nuisance and alleged violations of air quality regulations. Processes variance applications as necessary.

- Assists in the development of enforcement criteria and related inspection policies; contributes to the development and revision of rules, regulations, policies and procedures.
- Prepares and serves written Notice of Violations, Notices to Comply, Minor Infraction Notices; documents violations with written reports, and re-inspects site for remedial action and compliance.
- May observe source tests; reviews source files and reference materials for pertinent data. Maintains records and evidence in such a way that effectively documents observations and actions taken.
- Interfaces with technical personnel at facilities regarding plant source emissions, permit status and compliance with District rules and regulations; assists operators in identifying equipment and device changes to abate industrial and commercial air pollution emissions and obtain compliance with regulations.
- Interacts with industry representatives to explain all aspects of air quality enforcement; define new rules and regulations; to obtain voluntary cooperation in reducing air pollution; respond to inquires and provide information regarding District rules and regulations and inspection policies and procedures. Develops and conducts workshops for industry representatives and the public.
- Participates and/or represents the District in regulatory meetings, Community Advisory Council meetings and Board meetings; may represent the District and provide testimony in civil and criminal prosecutions and appear as expert witness in court proceedings.
- Attends meetings, conferences and workshops on applicable laws, investigative procedures, sources of pollution, rule development and safety procedures.
- Prepares and/or assists in the preparation of detailed technical reports, inspection forms and compliance guidance memoranda, public presentations, correspondence, contracts, proposals, billings, articles, staff reports; disseminates information and answers inquiries from individuals and groups on air quality. Advises the public regarding policies, requirements, and procedures of the Santa Barbara County APCD. Participates on Statewide and/or National technical committees.
- Assists in the development, design, and preparation of specifications for equipment acquisition. Prepares cost estimates and recommendations for equipment purchases.

The following is applicable only to the Inspection Specialist III:

- Administers the asbestos program for a geographic region; provides information to contractors and building owners regarding asbestos NESHAP regulations; reviews all notifications of renovation and demolition; reviews appropriate documents to determine which projects should be inspected; conducts inspections; reviews quarterly reports to the EPA and the CARB for accuracy and quality control; develops and conducts training regarding asbestos regulations.
- Administers the Mutual Settlement Program; reviews and responds to all civil penalty enforcement cases including settlement or referral for prosecution. Negotiates settlements and prepares agreements with those defendants settling through the Mutual Settlement Program.
- Administers the District Safety Program; reviews and responds to OSHA and/or other regulatory agencies associated with safety issues. Develops and manages associated budget, equipment, policies, procedures, plans and programs.
- Provides lead direction, training and work review to inspection and related staff. Organizes and assigns work, sets priorities and follows up on work to ensure coordination and completion of assigned work.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard and small hand tools. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift and carry objects weighing up to 75 pounds also is required.

Independent travel is required. Work is performed in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces. Depending upon assignment may be required to climb ladders and high structures to evaluate processes in operation and/or occasionally perform work at elevated heights.

Transportation to offshore sites may require the use of airplane, helicopters or marine vessels in inclement weather and open sea conditions and transference to oil platforms over open seas on a rope ladder.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Inspection Specialist I

Graduation with a associate degree from an accredited college or university with a major in environmental science, engineering, physics, chemistry, or a closely related technical or scientific field.

Inspection Specialist II

Graduation with a associate degree from an accredited college or university with a major in environmental science, engineering, physics, chemistry, or a closely related technical or scientific field and at least two years of technical experience in air pollution control inspection or enforcement work, including the operation of air pollution measuring devices and related equipment. A Bachelor degree in any of the required disciplines may be substituted for one year of experience.

Inspection Specialist III

Graduation with a associate degree from an accredited college or university with a major in environmental science, engineering, physics, chemistry, or a closely related technical or scientific field, at least two years of technical experience in air pollution control inspection or enforcement work, including the operation of air pollution measuring devices and related equipment and one additional year of increasingly responsible technical air pollution inspection or enforcement work experience performed in an independent manner. A Bachelor degree in any of the required disciplines may be substituted for one year of experience.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles of physics, chemistry and engineering as they relate air pollution control; basic scientific research methods; and appropriate use of personal protective equipment.

Thorough knowledge of rules and regulations pertaining to air pollution control; applicable Federal and State laws and regulations; current industrial and commercial air pollution control processes and related mechanical, electrical and chemical system equipment; the sources, types and characteristics of air contaminants; appropriate methods of inspection and instrument testing; available legal and administrative procedures for enforcement; the principles behind established policies, procedures and air quality inspection techniques.

Working knowledge of supervisory and training principles, practices, and techniques is required for incumbents acting in a lead capacity.

Ability to:

Exercise sound independent judgment; Communicate effectively orally and in writing; plan, organize, and carry out studies and analysis; read, comprehend, interpret, incorporate and utilize District rules and regulations; policies and procedures, applicable Federal and State laws and regulations, appropriate reference materials, accepted industry standards and basic scientific principles; create, organize, maintain and retrieve records for effective documentation and decision making; prepare clear, complete, and technically accurate technical, investigative and other reports; perform arithmetic and mathematical computations; analyze data, develop recommendations based on findings, and reach sound and defensible conclusions; collect environmental data, collect stationary source emission data; work effectively with various governmental agencies, private firms, and the general public; analyze situations and take effective action; speak before groups, organizations, regulatory bodies and professional meetings, respond constructively to conflict and develop effective resolutions; establish and maintain cooperative working relationships; perform in stressful or confrontational situations; demonstrate tact and diplomacy; secure cooperation and promote teamwork; work effectively with others who may have objectives counter to assigned role; understand and utilize basic elements of effective negotiations. Conduct technical studies using a variety of accepted industry field testing techniques and equipment. Effectively use pertinent tools, equipment, safety and respiratory equipment, and facilities.

Skill to:

Operate a motor vehicle, utilize an office computer and a variety of word processing, data management and other software applications; use tools to perform manual maintenance operations.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and maintenance of a satisfactory driving record.

Possession of, or the ability to obtain, certification as a Visible Emission Evaluator by the California Air Resources Board. Respirator Certification, Confined Space Entry Certification and/or Hydrogen Sulfide Certification are required for inspectors conducting inspections at oil and gas facilities.

Annual certification in asbestos control practices may be required for some positions. Certifications may include: Asbestos Building Inspector, Asbestos Management Planner, Certificate in Supervision of Asbestos Abatement Projects, Asbestos Abatement Supervisor, Asbestos Contractors and Supervisors, Asbestos NESHAP Inspection & Safety Procedures, Asbestos NESHAP Enforcement.

Position is subject to on-call assignment.

FLSA: Non – Exempt
I/II Flex
Form 700 Required
ETA, Unit 28

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