



Air Quality Permit Technician I/II

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), performs paraprofessional technical work in the standard evaluation, processing and issuance of air quality permits of ministerial sources; performs specialized clerical functions and data entry duties related to permitting, enforcement, and fiscal databases. This position also performs collection duties for the District. This position reports to the Division Supervisor.

CLASS CHARACTERISTICS:

Air Quality Permit Technician I is the entry and training class of the series. Incumbents work under immediate supervision while performing the less complex office and paraprofessional technical work and routine assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired.

Air Quality Permit Technician II is the fully experienced journey-level class of the series which requires performance of more difficult tasks requiring a working knowledge of District rules, regulations and procedures; fundamental engineering principles and practices; air pollution control methodology and equipment. This class is distinguished from the Air Quality Engineering series in that the latter is a professional level class series requiring significant technical and theoretical knowledge in the field of engineering in addition to exercising a higher degree of independent judgment.

Incumbents in this class are expected to complete assignments within policy parameters, in observance of established schedules, and work independently on complex assignments.

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

- Processes, evaluates, and checks ministerial permit applications and other documents in accordance with established procedures and in compliance with regulations.
- Enters, processes, and tracks applicant submittals in computerized applicant database.
- Reviews and verifies technical information for all permit applications and annual updates.
- Recommends approval or denial of permits for ministerial sources in accordance with established procedures and regulations.
- Advises and assists industry representatives in completing permit application packages.
- Prepares and sends out notices for collection, applies and updates penalties, and processes collection actions.
- Responds to various data requests including Public Records Act (PRA) requests, California Fair Reporting Act (CFRA) requests, and inquiries from other District staff, applicants, and the public.

- Uses various techniques to collect delinquent accounts by telephone, personal contact, or correspondence.
- Files court documents related to collections, arranges for subpoenas, appears in court, and obtains liens on personal and real property.
- Assists in the preparation, quality assurance, and analysis of research data related to air toxics programs.
- Prepares a variety of technical reports in support of the compliance, permitting, air toxics and fiscal programs, including NOV information, mutual settlement, and invoices.
- Maintains and updates the District's integrated data system database(s) related to permits, air toxics, asbestos notifications, subscriptions, transfer of ownership and other related fields.
- Responds to inquiries in person, by mail, or by phone, providing explanation of established procedures, fees, and work District policies.
- Other duties as assigned and as required to fulfill the essential functions of the position.

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. 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, drag and push files, computer reports or other objects weighing up to 25 pounds also is required.

Dependent upon assignment, 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.

QUALIFICATION GUIDELINES:

The following education and experience are the minimum qualifications necessary for entry into the classification.

Education and/or Experience

Air Quality Permit Technician I Equivalent to an Associate Degree in engineering, mathematics, physical sciences, or closely related technical field, OR two years of administrative support experience in an engineering, compliance, or environmental program, OR any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

Air Quality Permit Technician II In addition to the above, two years of experience performing technical work in the standard evaluation, processing and issuance of air quality permits for ministerial sources.

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

Knowledge of:

Applicable regulations, rules, policies, and procedures governing the Engineering and Fiscal program operations; collection structure and financial guidelines of the District; methods and techniques for basic report preparation, writing and record keeping; basic math; basic statistics; database entry and maintenance; composition of graphs and charts; fundamental engineering principles and practices; air pollution control methodology and equipment; computer operation as related to permit processing applications; and, safe work practices.

Ability to:

Exercise sound independent judgment; communicate effectively orally and in writing; read, comprehend, interpret, incorporate and utilize District rules and regulations; perform simple mathematical computations rapidly and accurately; develop and implement operation tracking and control procedures; prepare reports; collect and analyze data to establish/identify needs and evaluate program effectiveness; research regulations, procedures and/or technical reference materials; interpret administrative directions and incorporate into operational policy and procedure; present data in various formats, including graphs and charts; research, compile, and summarize technical data into various formats for use in reports and presentations; access and manage various electronic and manual filing systems; organize and maintain a database library, and an archive and filing system; maintain accurate records and document actions taken; proofread and/or edit for errors in spelling, grammar, punctuation and/or mathematical computations; draw logical conclusions, make sound decisions and recommendations; maintain confidentiality of information; follow safe work practices; organize and prioritize work assignments; establish and maintain effective working relationships with a variety of personnel; operate a computer and use a variety of software applications; operate a calculator and other common office equipment; work independently; perform in stressful or confrontational situations; demonstrate tact and diplomacy; and, respond constructively to conflict and develop effective resolutions.

Skill to:

Operate an office computer and a variety of word processing, data management, and other software applications; perform basic engineering calculations; apply technical rules and regulations; prepare clear and concise reports; understand and explain technical rules and regulations; coordinate and prioritize work activities while meeting crucial deadlines; use initiative and sound independent judgment within established guidelines; and, deal with the public in a courteous and professional manner.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain and maintain a valid Class C California driver's license.

FLSA: Non-exempt
I/II Flex
ETA, Unit 28

Adopted: March 21, 2019