



air pollution control district
SANTA BARBARA COUNTY

DIVISION SUPERVISOR

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 general direction, plans, supervises, organizes, and performs work in a variety of District programs. Supervises and reviews the work of staff in the Administrative Division, Compliance Division, Engineering Division or Planning Division. Performs duties as assigned by the Division Manager and Air Pollution Control Officer.

CLASS CHARACTERISTICS:

This class provides the supervision of staff and programs in support of the District's goals and objectives for the Administrative Division, Compliance Division, Engineering Division or Planning Division. Incumbents are responsible for supervising the programs and work of assigned staff and for ensuring adherence to the District's policies and procedures in the performance of a wide variety of duties in the assigned Division. This class is distinguished from the Division Manager position in that the latter has overall managerial responsibility for all activities within the Division.

ESSENTIAL FUNCTIONS:

Essential functions are broken down in two groups; general functions that apply to all Division Supervisors and functions that are specific to each Division. These include, but are not limited to the following:

GENERAL FUNCTIONS

- Plans, directs, monitors and supervises the work of others. Evaluates staff performance and seeks ways to assist staff in professional development. Coordinates staff and program activities within the Division, including specific task assignments for staff.
- Participates in the selection of assigned staff and provides for their training and professional development. Provides feedback to staff on performance. Identifies deficiencies and takes appropriate action to resolve and correct issues and problems, including progressive discipline when necessary.
- Participates in the development and implementation of goals and objectives. Tracks and reports on progress of meeting the goals and proposes revisions.
- Interprets Local, State and Federal regulations to develop and implement State Implementation Plan requirements, Clean Air Plans, rules and regulations, budgeting, auditing, Human Resources and other work related regulations and programs.
- Assists in the developing and tracking of the Division budget.
- Develops and revises Division policies and procedures; internal and external webpages; forms and protocol documents; and, internal database programs.

- Develops and revises the scope of work for technical and other service contracts, including the competitive bid process, selection of firms, negotiation of contract provisions, monitoring and evaluation of contractor's work, and assesses the contract's budget throughout the life of the contract.
- Directs, prepares and/or assists in the preparation of staff reports, presentations and correspondence to the Board of Directors, Hearing Board, Community Advisory Council, schools, industry, community groups and conferences.
- Advises the public on policies, requirements and procedures of the District. Attends meetings, makes presentations and provides testimony as an expert witness; responds to public inquiries, participates in special events; disseminates information and answers inquiries from individuals and groups on air quality.
- Participates in air quality organizations and other work related groups and associations (e.g., CAPCOA). Attends meetings, makes presentations and provides testimony; prepares reports related to air quality issues. Participates on state and/or national technical committees.
- Able to work full time and to successfully perform all of the essential functions of the position.
- Other duties as assigned and as required to fulfill the essential functions of the position.

ADMINISTRATIVE DIVISION

- Reviews accounting transactions to ensure compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements as well as other contractual requirements.
- Coordinates and prepares internal annual budget including calculation of labor costs and overhead rates; coordinates annual external and internal audits; posts journal entries and closes accounting periods for the District accounting program; prepares and reviews monthly revenue and expenditure financial status reports.
- Coordinates, investigates and answers facility issues and requests; coordinates facilities work with General Services and outside contractors for completion.
- Performs a variety of financial analyses, report generation, and performs internal audits as requested; reviews and recommends new and updated accounting software/systems and assists in their implementation.
- Oversees the IT program, including oversight of IT consultants; reviews work performed by IT consultants and system vendors and evaluates progress and acceptability; evaluates and consults with other Divisions to assess the applicability of IT systems to the work of the agency and recommends appropriate hardware and related peripheral equipment.
- Oversees the development of technical specifications and acceptance criteria for vendor bids, cost estimates for new IT hardware and software applications; reviews the quality of IT technical assistance; reviews established techniques and procedures and recommends improvements for IT.
- Oversees the planning and implementation of hardware site preparations, design, installations and movements of equipment as well as the installation of upgrades to equipment, development of improvements to networks and the inventory of spare parts and replacement equipment; provides recommendations to management on scheduling, guidance and training in areas such as database, network and software application operation and design, networking, and IT systems.

- As directed by the Division Manager, organizes, directs, controls and reviews the day-to-day operations of the District's Human Resources program, including supervision of the Human Resources Technician.

COMPLIANCE DIVISION

- Plans, organizes, and prepares the annual inspection caseload.
- Assigns non-routine inspections such as SCDP, Decision of Issuance, permit cancellation, source test witnessing inspections and enforcement action referrals.
- Oversees staff schedules to ensure coverage for complaint response.
- Reviews inspection reports and enforcement actions for completeness, accuracy, and conformity with District policies and procedures; accompanies staff during fieldwork to observe and evaluate work methods and performance; performs inspections and responds to public complaints.
- Reviews and evaluates annual reports, Part 70 compliance verification reports, laboratory test results, and other rule and/or permit required plans and reports.
- Assesses the compliance status with District rules, CARB ATCMs and EPA NSPS/NESHAPS requirements.
- Implements the District's mutual settlement, asbestos, open burning, variance, and complaint programs.

ENGINEERING DIVISION

- Oversees the permitting, New Source Review and emission offset programs. Reviews permits and engineering evaluations for completeness, accuracy, and conformity with District policies and procedures; recommends permit/ERC issuance or denial.
- Provides supervisory oversight for the air toxics program and staff. Oversees the AB-2588 program; toxics NSR program; ATCM program; and NESHAP/MACT programs. Reviews staff work for accuracy and conformity with District policies and procedures.
- Supervises the evaluation of source test plans/reports; CEMS plans/reports; compliance verification reports; laboratory test results; other rule and/or permit required plans and reports; and, ambient air quality impact analyses.
- Oversees federally delegated programs (e.g., Part 70 operating permits, PSD permits, OCS air regulation, NSPS) to ensure program compliance.
- Oversees State delegated programs (e.g., ATCMs, Oil & Gas GHG regulation) to ensure program compliance.

PLANNING DIVISION

- Directs and/or develops emission reduction strategies from stationary and non-stationary sources of pollution and innovative mitigation programs for APCD permit applicants and other land use development projects.
- Directs and/or develops District rules and rule revisions based on analysis of emission sources and review of other regulations.

- Oversees Clean Air Plan efforts. Directs and/or develops the emission inventory and recommends emission control and reduction strategies. Analyzes air quality data and tracks trends for Santa Barbara County.
- Oversees, develops and implements the District's grant and incentive programs, including contract development and fiscal management.
- Provides oversight to the District's outreach programs including public information, business and community assistance, school outreach, web site, and outreach documents.
- Provides professional advice to management, technical expertise, and staff guidance in specialized program areas such as CEQA/NEPA, land use, and transportation efforts with other Local, State and Federal agencies.
- Monitors and reviews Local, State and Federal legislation and applicability to District operations.

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. For supervisors in the field, the need to lift, drag or push equipment or other objects weighing up to 80 pounds may be 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.

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 education and experience are the minimum qualifications necessary for entry into the classification. Lead experience is highly desirable.

ADMINISTRATIVE DIVISION

A Bachelor's degree from an accredited college or university, preferably with a major in accounting, finance, business or public administration or a closely related field and four years of progressively responsible experience in professional accounting or municipal finance including working in an advanced journey or lead capacity.

COMPLIANCE DIVISION

A Bachelor's degree from an accredited college or university, preferably with a major in chemistry, physics, engineering, environmental or atmospheric science, or a closely related technical or scientific field and four years of progressively responsible professional experience in the implementation or enforcement of air pollution control regulations including working in an advanced journey or lead capacity.

ENGINEERING DIVISION

A Bachelor's degree from an accredited college or university in engineering and four years of progressively responsible professional experience in the implementation or enforcement of air pollution control regulations including working in an advanced journey or lead capacity.

PLANNING DIVISION

A Bachelor's degree from an accredited college or university, preferably with a major in chemistry, meteorology, environmental or atmospheric science, planning or a closely-related field and four years of progressively responsible professional experience in the implementation or planning of air pollution control regulations including working in an advanced journey or lead capacity.

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

Knowledge of:

ADMINISTRATIVE DIVISION: Budgeting, cash management techniques; principles and practices of operational auditing and cost accounting; GAAP, GAAS, and GASB pronouncements; Local, State and Federal laws and regulations pertaining to financial reporting, accounting, and payroll; personnel and payroll practices related to Fair Labor Standards Act, benefits, and worker's compensation; accounting and payroll software; fundamental principles and practices used in public personnel management including job and position analysis, recruitment and selection, classification, compensation, employee relations, compensation and employee benefits, performance planning and appraisal, modern trends in human resource program development; principles and practices of information systems and technologies; Microsoft Office applications and Microsoft Windows; PCs and related hardware; Local Area Networks, Ethernets, and Wide Area Networks; wireless communication equipment; Information system security methods, standards, and related software; standard English grammar and usage; Microsoft Access, Excel, Word and Outlook.

COMPLIANCE DIVISION: Principles and practices of employee supervision, including selection, planning, training, work evaluation, discipline and budgeting; principles and practices involved in air pollution control processes including oil and gas, mineral processing, manufacturing and chemical industries and/or processes; principles and practices involved in field inspections; air quality aspects related to operations of commercial and industrial plants, oil and gas exploratory and processing facilities, District burn programs; Local, State and Federal air quality regulations; Hearing Board practices; principles of environmental law and civil procedures; knowledge of State and Federally mandated standards, policies and procedures; recent developments and sources of information on activities related to air quality.

ENGINEERING DIVISION: Principles and practices of employee supervision, including selection, planning, training, work evaluation, discipline and budgeting; principles and practices involved in air pollution control processes including engineering design, petroleum and chemical processing; principles and practices involved in air quality impact analyses and air toxics health risk assessments, including mathematical modeling, statistical analysis and computer programming; air quality aspects related to operations of commercial and industrial plants and petroleum exploratory and processing facilities; principles of environmental law and civil procedures; knowledge of State and Federally mandated standards, policies and procedures; recent developments and sources of information on activities related to air quality.

PLANNING DIVISION: Principles and practices of employee supervision, including selection, planning, training, work evaluation, discipline and budgeting; State and Federal Clean Air Act mandates; emissions inventory procedures; principles and practices involved in community outreach for air quality programs; District, State and Federal air pollution control rules and regulations; principles of land use planning, environmental laws and civil procedures; principles and practices of supervision and governmental budgeting, methods of program planning, funding, and fiscal management; recent developments and sources of information on technical air pollution activities. Knowledge of the methodologies and practices related to emission inventory development, emissions forecasting, and implementation of air quality grant and incentive programs.

Ability to:

Effectively administer District programs; select, direct, train, evaluate and supervise staff; coordinate Division functions; communicate effectively orally and in writing; plan, organize, and carry out studies and analysis; prepare clear, complete, and technically accurate reports; analyze situations and take effective action; identify, research, analyze, and solve problems; interpret, explain, and enforce regulations and policies; collect environmental data; work effectively with various government agencies, private firms and the general public; develop and track budgets; supervise and perform complex reviews of program processes and systems; operate in team settings; establish and maintain effective working relationships; develop and implement efficient systems to review work flow; speak before groups, organizations, regulatory bodies and professional meetings; respond constructively to conflict; and, develop effective resolutions.

Skill to:

Effectively handle and resolve interpersonal conflicts; operate standard office equipment and a variety of word processing, data management and other software applications.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain and maintain a Class C California driver's license. As required, possession of, or the ability to obtain, certification as a Visible Emission Evaluator by the California Air Resources Board and/or respirator certification, and/or confined space entry certification and/or hydrogen sulfide certification.

FLSA: Exempt
Form 700 Required
SBCAPCDEA (Compliance, Engineering and Planning Division)
Unrepresented/Confidential (Administrative Division)

Adopted: TBD