



**POSITION TITLE:** Air Quality Specialist I  
**CLOSING DATE:** Until Filled. First review closes November 16, 2018  
**STARTING SALARY:** \$4,343 monthly

Olympic Region Clean Air Agency (ORCAA) is recruiting for one air quality specialist position to fill a vacancy in Olympia, Washington. We are looking for candidates with strong interpersonal skills capable of working independently, sometimes in contentious situations. This position conducts inspections of businesses, asbestos projects, outdoor burning projects, and responds to air pollution complaints. The work setting varies from office, to industrial and commercial businesses, and to individual residences.

### **APPLICATION PROCESS**

Candidates who wish to be considered for this position must submit: (A) an ORCAA job application; (B) resume; and (C) a letter of interest detailing your experience and qualifications with reference to the specific duties and qualifications of this position. Applications are available at ORCAA, 2940 Limited Lane NW, Olympia, WA, 98502, from ORCAA's Web site, [www.orcaa.org](http://www.orcaa.org), or by calling (360) 539-7610 to request an application be mailed to you. Applicants may be required to demonstrate their qualifications at the time of the interview. Statements such as "see resume" or the failure to include a letter of interest for this specific position will result in applications being considered incomplete. Failure to submit a complete application package will result in disqualification from further consideration for this position.

**This recruitment will remain open until filled. The initial application deadline for first-round screening is November 16, 2018. The agency reserves the right to make an appointment any time after the initial screening date.**

If you have questions regarding this recruitment, please contact Robert Moody at (360) 539-7610 extension 106 or [robert.moody@orcaa.org](mailto:robert.moody@orcaa.org).

### **JOB SUMMARY – Air Quality Specialist 1**

An Air Quality Specialist I for Olympic Region Clean Air Agency (ORCAA) is responsible for the investigation and reporting of emissions and inspections of sources that emit air pollution, for purposes of determining compliance with federal, state, and local air pollution control regulations, under the direct guidance of the Compliance Supervisor, and under supervision of the Compliance Manager. This will require issuing Notices of Violation and civil penalties to individuals and businesses.

### **DUTIES AND RESPONSIBILITIES**

- Responds to and investigates complaints; records all pertinent data in Agency database; completes and submits reports; inputs data into Agency database
- Answers questions from the general public about federal, state and local regulations
- Assist clients with obtaining Compliance sections permits and notifications

- Assists the Air Quality Specialist II/III in implementing current rules and regulations
- Conducts inspections of minor sources with oversight and guidance from supervisors; interacts with source representatives regarding compliance; gathers data
- Issues Notices of Violation for alleged infractions, as appropriate; completes and submits reports; inputs data into Agency database
- Provides expert testimony and/or summary reports during hearings and public meetings
- Assists and supports different programs within the agency, which may include but are not limited to:
 

Asbestos	Business assistance
Monitoring	Source registration
Odor Complaints	Permitting
Outdoor burning	Special Projects
Public information	Woodstoves

## **ENVIRONMENTAL/PHYSICAL/MENTAL REQUIREMENTS**

An Air Quality Specialist I performs the majority of their responsibilities in direct contact with other members of the Agency, the general public and others in the air quality field. This individual must be able to move freely throughout our building, the business and residential community. Air Quality Specialists I must possess full use of their body as they may be required to climb, stoop, crawl, jump in the course of doing their job. They must be able to lift up to 50 pounds, although infrequently. Due to the level of authority and accountability involved, this individual must be able to make sound judgments, based on a clear assessment of the facts, looking at both long and short-term ramifications. An Air Quality Specialist I must be able to read, examine for errors and comprehend materials and equipment ranging from specialized gauges and instruments to letters and memos to government regulations and be able to explain these materials to others who may not possess the same level of technical expertise. This individual must have excellent vision. Most work is performed in a quiet to moderately noisy environment, generally free of hazards. Travel is frequently involved.

## **QUALIFICATIONS**

**Experience** 1-year experience in the air quality or environmental field preferred

**Skills** Demonstrated talent for effective verbal and written communication of complex concepts; ability to organize multiple priorities; ability to work with a wide variety of people; demonstrated talent for meeting deadlines and working under pressure; ability to work independently

**Education** Associates degree in environmental, physical or natural sciences preferred

**Licenses/Certifications** Certificate of Completion for Plume Evaluation Training as required by the Compliance Manager; valid Washington State driver's license

## **EMPLOYEE STATUS DESIGNATION**

Nonexempt; fulltime; regular; salaried

Equal Opportunity Employer

It is the policy of the Olympic Region Clean Air Agency to provide equal opportunity to all persons seeking or having access to its employment, services and activities, free from restrictions because of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation or disability.