



BENTON CLEAN AIR AGENCY

POSITION TITLE: Air Quality Specialist I
CLOSING DATE: Until Filled.
STARTING SALARY: \$3417 monthly*

Benton Clean Air Agency (BCAA) is recruiting for one air quality specialist position to fill a vacancy in Kennewick, Washington. We are looking for candidates who bring environmental programs knowledge, skills, and experience along with passion, inspiration, and a strong desire for excellence.

APPLICATION PROCESS

Candidates who wish to be considered for this position must submit: (A) a resume; and (B) a letter of interest detailing your experience and qualifications referencing specific duties and qualifications of this position. Statements such as "see resume" or failure to include a letter of interest for this position will be 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 agency reserves the right to fill the position any time after the initial screening date. Due to COVID, applicant interviews may be via Zoom.

If you have questions regarding this recruitment, please contact John Lyle at (509) 783-1304 extension 103 or john.lyle@bentoncleanair.org.

JOB SUMMARY – Air Quality Specialist I

An Air Quality Specialist I is responsible for investigating air quality complaints and inspections that emit air pollution to determine compliance with federal, state, and local air pollution control regulations. Accounting, Administrative and Clerical work. This work is done under the direct guidance of the Executive Director.

DUTIES AND RESPONSIBILITIES

- Responds to and investigates complaints; completes and submits reports and inputs pertinent data into Agency database with respect to: Fugitive Dust, Open Burning, Agricultural Burning program, Odor, Woodsmoke, & Asbestos
- Answers questions from the public about federal, state, and local regulations. Assists in Public Education and Business Assistance functions
- 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 other programs within the agency, which may include but are not limited to: Monitoring, Source inspections, Source registration, Permitting, Special Projects

- Assists and supports Accounting, Administrative and Clerical work throughout the Agency

ENVIRONMENTAL/PHYSICAL/MENTAL REQUIREMENTS

An Air Quality Specialist I performs most of their responsibilities in direct contact with other members of the Agency, the public, and others in the air quality field. This individual must be able to move freely throughout our building, the business and residential community. An Air Quality Specialist I must possess full use of their body as they may be required to climb, stoop, crawl, and jump while doing their job. They must be able to lift up to 40 pounds, although infrequently. They must also have basic accounting, administrative and clerical skills. 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 proficient at Microsoft Office, 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. Local travel is frequently involved. Due to extensive work with the public, vaccinations may be required. Must be able to complete an AHERA Asbestos Inspector Training Course as well as complete Plume Evaluation Training. Employment will be contingent on passing a background check.

QUALIFICATIONS

The best person for the job will be an effective verbal and written communicator; able to organize multiple priorities; able to work with a wide variety of people (sometimes angry people); can meet deadlines and work well under pressure.

Prior experience in air quality or another environmental field is preferred.

An associate degree is desirable, but related experience may be substituted year for year.

A valid Washington State driver's license is required.

EMPLOYEE STATUS DESIGNATION

Nonexempt; fulltime; regular; salaried

*This is the proposed salary contained in the FY2022 draft budget.

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.