Northern Sierra Air Quality Management District

**Julie Hunter, Executive Director**

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**Enforcement Coordinator**
**Part Time Seasonal**
**10-20 hours/week**

## DEFINITION

This is a part-time, seasonal position with the Air District. The funding for this position relies solely on the two (2) EPA Targeted Airshed Grants that have been awarded to the Greater Portola PM2.5 Nonattainment area. This position will terminate April 30th 2027 or until grant funding is exhausted.

Under general supervision, this position, with assistance from other District staff will work with the wood burning curtailment program as detailed in the district rule. Enforcement of District Rule 231 **Wood Burning and Open Burning Rules** includes but is not limited to updating daily air quality status both online and over the phone and enforcing the rule by way of drive by visual observation, and public education duties, where assigned; and to perform related work as required. Hours depend largely on the number of curtailment days observed. Daily driving in a reliable personal vehicle to observe potential smoke is required on curtailment days only which may include weekends.

## DISTINGUISHING CHARACTERISTICS

Applicants are expected to work under supervision in their area of assignment, which requires becoming familiar with the goals of the District under the Targeted Airshed Grants. Eligible applicants must be able to follow procedures, work independently, deal well with the public and industry, and always conduct themselves in a professional manner.

## EXAMPLE OF DUTIES

Duties may include all or part of the following, as assigned by the Burn Wise Coordinator.

Work early mornings and late evenings, either as a split shift or on a rotating basis as the need arises. The purpose of these hours is to observe smoke output during the cold inversions.

Attend City of Portola city council meetings and staff meetings, as needed. Attend meetings with District staff and the California Air Resources Board (CARB) and Environmental Protection Agency (EPA), as needed.

Work on enforcing the District Rule 231 with assistance from District staff. This will include coordinating with local city code enforcement officers.

Be able to issue educational material and warnings to offenders of the District Rule in accordance with the Targeted Airshed Grant workplan and District Rule.

Work on and help create public education materials for various programs with assistance from District staff.

Maintain daily records of opacity observations in spreadsheets and actions taken to deal with them. Provide the District monthly summaries of observations and actions taken. Include feedback from the public, the outreach technique used, and the outcome of each interaction.

Maintain daily telephone and website updates with the current curtailment forecasts to keep the public informed. Communicate any inability to achieve this task with other staff to ensure the phone line and website are always kept current.

Must perform other duties as assigned.

## WORKING CONDITIONS

This position requires the ability to think clearly, meet deadlines, maintain stamina for detailed sedentary work, and accurately

represent communications in oral and written form. Must be able to perform multiple tasks simultaneously. Requires the use of a personal computer and various related equipment, copy machine, telephone, answering machine, fax machine, filing cabinets, cameras, tape recorders, and assorted special inspection equipment. Work is of a highly detailed nature, requiring alertness, concentration, and the ability to recall information. Must be willing and able to travel to meetings, as assigned, and drive in icy and snowy conditions. Physical demands include carrying up to 50 pounds, climbing ladders and stairways, balancing, crouching, grasping, hearing, kneeling, lifting, pulling, seeing close and far, seeing color, seeing depth, sitting, standing, stooping, talking, walking, and driving. Must be able to work under various potential exposures, such as cold weather temperature extremes, airborne particles, caustics, chemicals, electric current, fumes, high places, moving parts, noise, odors, toxicants, vibration, muscular and visual strain, and varying weather.

**SPECIAL REQUIREMENTS**
Must possess a valid driver's license. Must meet the automobile insurability requirements of the District. This position will require the applicant to use their personal vehicle to drive the outer and inner city limits 1-2x per day on a curtailment day.

**DESIRABLE QUALIFICATIONS**
Knowledge of:

The Federal Targeted Airshed Grant requirements as outlined in the workplan approved by the US Environmental Protection Agency. Driving a personal insured vehicle is required.

Ability to:
Understand and follow oral and written instructions; learn and apply local air pollution regulations; follow guidelines in the workplan for the Targeted Airshed Grants. Additionally, must be able to reach sound conclusions; analyze situations and take effective action; establish and maintain effective, cooperative working relationships; utilize personal skills to handle difficult people and situations tactfully and professionally; prepare clear, complete, and technically accurate reports; speak and write effectively; observe safe work methods and practices.

Education and Experience: Any combination of education, training, and experience which provides the required knowledge and abilities of the job. A typical way to obtain this knowledge and abilities would be:

Bachelor of Science degree from an approved university or college OR two years of experience in an applicable field.