



**EMPLOYMENT OPPORTUNITY  
AIR QUALITY SPECIALIST I  
CITY OF SUSANVILLE PUBLIC WORKS DEPARTMENT**

The City of Susanville is recruiting for the position of **Air Quality Specialist I** in the Public Works Department. The position will be filled through an open competitive process.

**APPLICATION PROCEDURE:**

Interested persons may receive an application package from

City Hall, City of Susanville  
66 North Lassen Street  
Susanville CA 96130-3904  
Telephone: 530/257-1041  
FAX: 530/257-1057

or by visiting the City's website at [www.cityofsusanville.org](http://www.cityofsusanville.org). A City of Susanville employment application form must be submitted to be considered for this position. The application must be accompanied by a cover letter and a current resume and DMV printout. Submit the application and other material to:

City of Susanville  
ATTN: City Clerk  
66 North Lassen Street  
Susanville CA 96130-3904

FAXs will be accepted provided that the original is received within three days of the filing deadline. Any offer of employment is contingent upon the favorable results of a pre-employment physical and alcohol/drug testing and extensive background check.

**FILING DEADLINE:** 4:00 p.m. Friday, March 16, 2012

**JOB DESCRIPTION:** Under general supervision an Air Quality Specialist I performs a variety of air quality inspection and permitting work. Enforce various federal, state and district laws, rules and regulations regarding air quality control. Review of applications and permit for compliance with applicable processes, regulations and timeframes. Recording and tracking of document for compliance with applicable processes, regulations and timeframes. Investigates complaints of potential violations; issues violation notice, warnings, and takes other corrective action as appropriate. Perform technical operations such as checking documents, assisting in creating or modifying data bases diagrams, permits, appraisals. Perform field and/or site inspections. Perform complex Data Entry that requires knowledge of specialized computer programs and/or systems. Assembles evidence and prepared cases against code violators; provides court testimony, as required. Coordinates inspection / enforcement activities with other agencies. Provides technical assistance to regulated facilities, private industry, individuals, and other agencies as required. Operates a variety of vehicles and special equipment, including set up and maintenance; operates and calibrates various pieces of air monitoring equipment, gasoline station test equipment, power and hand tools, measuring devices, etc. May perform complex but routine mathematical calculation. Create letters, memorandum, reports, minutes and other correspondence with a minimum of direction

**IDEAL CANDIDATE:** The ideal candidate will be results-oriented with a proven track record in a variety of air quality inspection and permitting work.

**Ability to:** Develop, analyze, interpret and apply laws and regulations related to air pollution control. Conduct routine inspections and evaluations. Operate modern office equipment including computer equipment and specialized software applications programs. Operate and maintain specialized air pollution control monitoring equipment. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Follow directions related to complex codes, laws and regulations. Solve mathematical and logical problems accurately.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and these abilities would be:

Experience and training:

Bachelors Degree in physics, chemistry, biology, engineering, environmental science, mathematics or related field, **or**,

One year of experience equivalent to that which would be obtained as an Air Pollution Control Specialist.

**LICENSES AND CERTIFICATIONS**

Obtain state of California certification as a visible emissions evaluator within one (1) year of employment.

Possession of, or ability to obtain, a valid California driver's license.

**BIWEEKLY SALARY:** Range 134 \$1307 to \$1589/biweekly (determined by City based on qualifications); member of the Miscellaneous Bargaining Unit.

**SUPPLEMENTAL WAGE BENEFITS:**

The City of Susanville offers a wide range of benefits in addition to salary. Included are:

- 1 Paid vacation - Year 1 - 80 hours annually; after Year 1 - 96 hours annually; after Year 5 - 120 hours annually; after Year 10 - 136 hours annually; after Year 15 - 160 hours annually; after Year 20 - 200 hours annually; after Year 25 - 240 hours annually.
- 2 Paid sick leave accrued at the rate of 12 days per year (3.69 hours per pay period of service). Family sick leave is also provided.
- 3 Medical, dental, and optical plan for employee and family members, and life insurance for employee. The City pays up to \$900 of the monthly premium. Employee pays any additional difference.
- 4 PERS (Public Employee Retirement System) - the City makes all of City share and all of employee share of contributions sufficient to maintain the 3% at 60, single highest year.
- 5 Fourteen paid holidays per year.
- 6 Deferred Compensation Plans available.
- 7 IRS Section 125 Flexible Benefit Plan available.
- 8 City pays State Disability Insurance (SDI) for employee.

**Meeting the minimum qualifications does not guarantee continuation in the testing process.**