

**PUBLIC HEALTH AND SAFETY**

**INSPECTIONAL OCCUPATIONAL GROUP [225]**

**ASSOCIATE AIR POLLUTION INSPECTOR**

**General Statement of Duties and Responsibilities**

This is a supervisory class of positions involved in overseeing a program which conducts inspections of potential sources of environmental pollution to ensure compliance with laws, rules and regulations governing the protection of the City's atmosphere through the reduction and/or elimination of conditions contributing to environmental pollution. There are three Assignment Levels within this class of positions; all personnel perform related work.

**Assignment Level I**

Under general supervision, with some latitude for independent action and decision, supervises a group of Air Pollution Inspectors.

**Examples of Typical Tasks**

Directs, trains, advises and evaluates a group of Air Pollution Inspectors in the performance of assigned duties.

Schedules and assigns work, provides necessary guidance.

Confers with Air Pollution Inspectors regularly to assess inspections and determine an appropriate plan of action; follows-up to ensure that planned actions are completed.

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**ASSOCIATE AIR POLLUTION INSPECTOR** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Arbitrates differences between Air Pollution Inspectors and custodians or property owners.

Reviews reports submitted by subordinates for completeness and accuracy.

Makes or directly oversees the inspections of more complex installations; leads special field surveys.

Participates in office hearings.

Testifies at hearings and assists in the preparation of cases for legal action.

Operates motor vehicles in the performance of assigned duties.

Keeps logs and records of inspectors activities; maintains attendance records.

Prepares written reports regarding the status of work in progress and prepares statistical data on the unit's productivity; assists in the preparation of statistics of the bureau's activities.

Assists Law Department counsel in presentation of cases before Law Judges at the Environmental Control Board. During hearings, instructs inspectors, engineers and other departmental personnel appearing as witnesses in hearing procedure and presentation of evidence; may issue subpoenas.

May act as an assistant to the Associate Air Pollution Inspector - Level II.

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**Assignment Level II**

Under direction, with latitude for independent action and decision, serves as the principal assistant to the Associate Air Pollution Inspector Level III who is responsible for an air and noise pollution inspectional program as described above.

**Examples of Typical Tasks**

Assists in the day-to-day administration of the program.

Assists in the preparation of directives and procedures to implement the policies and objectives of the agency.

Interprets agency requirements and regulations to industry and the public.

Acts as liaison between the City and other governmental agencies.

Organizes and participates in training courses for subordinates.

Recommends legislation and/or new revised rules and regulations.

Assists in the preparation of the program's annual budget.

Oversees maintenance of records and prepares periodic reports.

Acts as the Associate Air Pollution Control Inspector Level III in his/her temporary absence.

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**Assignment Level III**

Under general direction, with wide latitude for independent action and decision, plans and directs the operation of an air and noise pollution inspection program as described above.

**Examples of Typical Tasks**

Plans, directs and coordinates a citywide inspection programs to control sources of air and noise pollution.

Interprets the policies of the agency to staff.

Prepares directives and procedures to implement the policies, rules and regulations of the agency.

Oversees and evaluates the work of subordinate personnel.

Plans and directs in-service training programs.

Plans special surveys and special investigations.

Recommends legislation and/or new revised rules and regulations.

Reviews and prepares comments on the technical aspects, relative to air and noise pollution control, of legislative proposals that have originated in other organizations.

Prepares periodic progress reports.

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**ASSOCIATE AIR POLLUTION INSPECTOR** (continued)

**Assignment Level III** (continued)

**Examples of Typical Tasks** (continued)

Represents the city at meetings and conferences with other departments, agencies and groups.

Plans and drafts the program's annual budget requests.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and five years of full-time satisfactory experience in the inspection, operation, testing, designing or the maintenance of equipment that may emit air contaminants and/or excessive noise such as the following: air cleaning, fuel burning, industrial processing, incinerating, electrical or acoustical equipment; at least one year of which must have been in a supervisory capacity; or
2. A baccalaureate degree from an accredited college including or supplemented by at least 24 semester credits in mechanical, chemical, electrical, electronic, environmental, or acoustical engineering or engineering technology, chemistry, physics, industrial hygiene, public health, or a related field plus two years of experience as described in "1" above, at least one year of which must have been in a supervisory capacity.

**Direct Lines of Promotion**

**From:** Air Pollution Inspector (31315)

**To:** None