



Olympic Region Clean Air Agency (ORCAA) - JOB DESCRIPTION

POSITION TITLE: Engineer I

SALARY RANGE: \$4,410 – \$5,628 per month

REPORTS TO: Professional Engineer and Executive or Assistant Director

EMPLOYEE STATUS DESIGNATION: Nonexempt; fulltime; regular; salaried

APPLICATION DEADLINE: March 31, 2011

THIS POSITION IS NOT COVERED BY A BARGAINING UNIT

THIS POSITION WILL NOT BE CONSIDERED FOR JOB SHARE

POSITION DESCRIPTION

An Engineer I for Olympic Region Clean Air Agency (ORCAA) is responsible for a variety of duties associated with implementing the agency's Notice of Construction (NOC) and Title V Air Operating Permit (AOP) programs, including evaluating compliance with state federal and local air regulations, writing permits, conducting source inspections, enforcing regulations, and managing data and information. An Engineer I works under the guidance, direction and supervision of ORCAA's Professional Engineer or an Engineer II employee with the agency.

DUTIES AND RESPONSIBILITIES

- ◆ Assists in writing Air Operating Permits (AOPs) for existing major sources of air pollution subject to Title V of the Federal Clean Air Act;
- ◆ Reviews Notice of Construction (NOC) applications and evaluates whether proposed new industries, or proposed modifications to existing industries, will likely comply with applicable air regulations and standards;
- ◆ Summarizes NOC review findings in written reports that are posted on ORCAA's Website and made available for public review;
- ◆ Writes NOC Approval Orders (permits) containing enforceable conditions designed to assure proposed new air pollution sources comply with applicable federal, state, and local air regulations and standards;
- ◆ Provides support to ORCAA's NOC, AOP and other programs by performing routine mathematical and engineering calculations; evaluating the effectiveness of air pollution control technology; conducting ambient air quality analyses using air dispersion models; assisting in Board presentations and public hearings; and managing data and information;
- ◆ Conducts on-site inspections of industries and businesses that emit air pollutants; responds to and investigates air quality related complaints; issues Notices of Violation, as appropriate, for alleged infractions; completes and submits inspection reports, inputs inspection data into ORCAA's database.

WORK ENVIRONMENT

The Engineer I performs the majority of their responsibilities in direct contact with other members of the Agency, the general public, project proponents and others in the air quality field. This individual must be

able to move freely throughout our building, the business and industries we regulate and residential community. The Engineer 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 20 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. The Engineer I must be able to read, examine for errors and comprehend materials ranging from 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 in ORCAA's jurisdiction is frequently involved. Work may occur in all weather conditions and malodorous environments.

QUALIFICATIONS

Experience: Candidates with previous experience in the air quality or environmental field, especially in the area of stationary source permitting and compliance will be given preference.

Skills - Candidates must have the following skills and abilities:

- Basic engineering and analytic skills necessary to determine air pollutant emissions, impacts and air pollution control effectiveness from a broad spectrum of industries. Working knowledge and ability to apply basic unit conversions, material and energy balances and Chemistry principles including Ideal Gas Laws is also desired.
- Excellent communication skills including ability to communicate complex air regulatory concepts both in writing and verbally, ability to communicate effectively both with industry representatives and the public, and ability to work effectively in a team environment.
- Time management skills including ability to organize multiple priorities and meet deadlines under pressure.
- Ability to understand and apply complex environmental regulations
- Willingness and desire to learn about and understand a wide variety of industries, air quality implications of those industries and the regulations apply to them.
- Ability to conduct site inspections of industries that emit air pollution.
- Willingness to apply the above mentioned skills daily and for extended periods of time.

Education: Bachelor of Science degree in engineering or closely related field

Licenses/Certifications: Engineer in Training (EIT) certificate preferred, valid Washington State driver's license required.

Selection Process: Interested applicants should submit a letter of interest, an application and resume to ORCAA by the closing date. Applicants selected for an interview will be contacted by phone or letter.

Application Instructions: An original application must be fully completed. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Applications are available at the Information Desk of ORCAA, 2940 B Limited Lane NW, Olympia, WA, 98502, from ORCAA's web site at <http://www.orcaa.org>, or by calling (360) 539-7610 ext 102 to request that an application be mailed to you.

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.

Port Angeles Field Office: 116 W. 8th St., Suite 113, Port Angeles, WA 98362: (360) 417-1466

www.orcaa.org

Raymond Field Office: 301 Ocean Ave., Raymond, WA 98577: (360) 942-2137