



## **Job Description**

**Position:** Compliance & Monitoring Supervisor  
**Type:** Hourly, Full-time, Permanent, Onsite  
**Hours:** 8am to 5pm Monday through Friday (typical)  
Evening and/or weekend work (occasional)  
**Environment:** Office, outdoors (hot and cold, windy, wet), rooftops, and production lines, shop floors, and other areas within industrial/commercial facilities.  
**Activity:** Sitting, standing, climbing, stooping, crawling, jumping, lifting up to 40 pounds, traversing uneven terrain, and working in small spaces and high locations  
**Location:** Yakima, Washington  
**Wage Range:** \$30.44 to \$41.76 per hour (based on qualifications and degree)  
Annual position increases (COLA) at agency board discretion  
**Benefits:** (see separate employee benefits document)  
**Reports To:** Executive Director  
**Direct Reports:** Two to three air quality specialists  
**Advancement:** Limited (due to agency size)

### **Summary**

Performs and supervises all compliance and compliance-related activities (including inspections and complaint investigations), manages educational public service announcements; administers the solid fuel burning device replacement program (including state grants); manages and maintains air quality monitoring equipment; and manages and operates the EPA Method 9 opacity certification program. Occasionally assists other staff with permitting. Regularly interacts with compliance, permitting, and administrative staff. This is a key position supporting the mission of the Agency and is both a supervisory and working position.

### **Qualifications—Required**

Applicants are required to have, and be able to demonstrate, the following:

- Associate degree in engineering.
- License to operate a vehicle in Washington State with safe driving habits and record.
- Understanding of, and proficiency in, spreadsheet and word processing software.
- Strong mathematical and analytic skills.
- Ability to work independently with minimal supervision/direction.
- Thoroughness, attention to detail, and accuracy.
- Basic mechanical aptitude and adequate vision to safely perform assigned duties.
- Ability to travel a minimum of four weeks per year (two in Spring; two in Fall) within the Pacific Northwest region.
- Certification as EPA Method 9 Visible Opacity Qualified Observer and AHERA Building Inspector or the ability to obtain certification in both within six months of employment.
- Ability to read and understand technical documents (e.g. SDS, permits, etc.).
- Ability to understand and follow established procedures.
- Ability to think clearly and maintain composure in difficult situations, effectively engage with aggressive/disgruntled individuals, and apply enforcement actions consistently and fairly.
- Ability to assess conditions, reach logical conclusions, and explain information to others.
- Professional appearance and demeanor.

### **Qualifications—Desired**

Applicants should describe if they have, and can demonstrate, any of the following:

- Experience in government or other public sector work.
- Bachelor's degree in environmental, industrial, mechanical, chemical, or civil engineering.
- Two or more years of experience as an environmental, industrial/production, process, civil, mechanical, or chemical engineer.
- Experience reading, understanding, and applying statutes and regulations.
- Familiarity with applying and/or reporting for one or more state or federal grant programs.
- Experience with Microsoft Excel/Word and/or LibreOffice Calc/Writer.

### **Duties and Responsibilities**

- Supervise air quality specialists conducting complaint investigations, facility inspections, and other compliance work.
- Draft or review official documents (e.g. notices of non-compliance, violation, and penalty).
- Manage, prioritize, schedule, and conduct facility inspections and complaint investigations.
- Update information (or ensure information is updated) in Agency electronic management system regarding investigations and inspections.
- Maintain physical and electronic compliance records and documents in an orderly manner.
- Manage solid fuel burning device replacement program including vendor/installer relations, payment approvals, and related functions.
- Collaborate with other staff regarding application processing, low-income qualifications, grant reimbursements, and rebate/recycle payments.
- Arrange advertising for the solid fuel burning device replacement program and wood smoke hazards educational spots.
- Manage opacity certification program and conduct certification testing.
- Collaborate with other staff regarding schedules, locations, travel and accommodation, and invoicing participants.
- Conduct or arrange testing equipment maintenance and repair work.
- Ensure agency vehicles are properly maintained and repaired as needed.
- Recommend methods, procedures, and/or policies to improve investigations and inspections.
- Support and assist permitting staff as needed to ensure permits are effective and can be implemented by compliance staff.
- Manage regular inspections of major (aka Title V) sources in accordance with EPA requirements.
- Develop biennial grant application for the solid fuel burning device replacement program.
- Conduct periodic internal audits of compliance actions to ensure accuracy/completeness.
- Complete other tasks and projects as may be assigned by the director.

### **About the YRCAA**

The Yakima Regional Clean Air Agency is a small public agency serving Yakima County (excluding the Yakama Nation reservation) and one of seven air pollution control authorities in the state. It is governed by a five-member board, managed by a board-appointed Executive Director, and is responsible for assisting businesses and residents in meeting the requirements of federal and state air pollution control laws and enforcing compliance with them, issuing permits, monitoring air quality, responding to complaints, administering various programs, and educating the public regarding air quality. Additional information is available on the agency web site at [www.yakimacleanair.org](http://www.yakimacleanair.org).

The Yakima Regional Clean Air Agency is an equal opportunity employer. We embrace diversity, are committed to creating an inclusive environment for all employees, and make employment decisions based on qualifications, merit, and business need.