



Inspection Supervisor

Job Description

TITLE

Inspection Supervisor

SUPERVISOR

Compliance Manager

POSITIONS SUPERVISED

Air Quality Specialist I; Air Quality Specialist II; Air Quality Specialist III

SALARY RANGE

Range 30

EMPLOYEE STATUS

Overtime eligible; Full-time; Regular; Salaried

CREATIONS/REVISION DATE

February 13, 2024

PURPOSE OF POSITION

The Inspection Supervisor provides ORCAA with essential inspection, supervisory, decision making, and project management skills required of clean air agencies under the Washington Clean Air Act. The position is responsible for supervising the inspectors doing the investigation, inspection, and reporting of sources emitting air pollution, for purposes of determining compliance with federal, state, and local air pollution control regulations. In addition, this position conducts inspections of their own. This position functions under the guidance of ORCAA's Compliance Manager.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES

- Supervises ORCAA's team of Air Quality Specialists (Inspectors) in the day-to-day operations in the core Inspection Team programs: asbestos/demolition, outdoor burning, woodstove, minor registration, synthetic minor registration, and Title V registration program activities. These duties include assigning work, performance coaching, and regular 1:1 meetings.
- Coordinates, supervises, participates in, and supports inspections of all sources; interacts with source representatives regarding compliance; provides technical assistance by making recommendations; gathers required data and information; attends source testing, issues Notices of Violations for alleged infractions, as appropriate; reviews staff reports resulting from source inspections and field responses; inputs data into agency database.

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- Reviews and assists in resolving enforcement actions.
- Works with the Engineering Supervisor in facilitating the interaction and common goals of the Compliance Team.
- Provides technical assistance by making recommendations regarding steps necessary for compliance; gathers required data and information; issues Notices of Violation for alleged infractions, as appropriate; completes and submits reports; inputs data into agency database.
- Assesses, evaluates, and assists in developing ORCAA's regulatory enforcement programs.
- Works closely with Compliance Manager in annual budget development process, and in tracking Inspection Team's budget throughout the year.
- Responds to and investigates complaints; records all pertinent data in agency database.
- Provides training to ORCAA staff regarding compliance topics. Based on training and experience, may also participate in formal instruction of others, for example the state-wide Washington Air Quality Compliance Forum.
- Communicates and meets regularly with the Compliance Manager and Engineering Supervisor to discuss performance of the Compliance Division and to develop strategies for meeting the agency's goals.
- Provides expert testimony and/or summary reports in court, during hearings and public meetings.
- May substitute for the Compliance Manager or Communication Manager at meetings or news events such as requests for radio interviews and television news stories.
- In the absence of the Compliance Manager, may assume some of the duties of the Compliance Manager.
- May review Approval Orders and AOP's to ensure the inspection conditions are practical and achievable.

QUALIFICATIONS

Required Education:

Bachelor's degree in environmental, physical, or natural sciences, or closely related field preferred, or equivalent experience.

Experience

- 7 years' experience in the air quality, environmental, or closely related field
- 3 years of demonstrated leadership responsibilities
- Experience with enforcement actions
- Experience with regulatory inspections

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Knowledge and Skills

- Demonstrated talent for effective verbal and written communication of complex concepts
- Ability to organize multiple priorities
- Ability to work with a wide variety of people
- Demonstrated talent for meeting deadlines and working under pressure
- Ability to work independently

Licenses/Certifications

- Valid Washington state driver's license
- **The ideal candidate would have the following certifications or should be able to attain them within the first 6 months of employment.
- Current Certificate of Completion for Plume Evaluation Training
- Current AHERA Building Inspector certification
- Current 40-hour HAZWOPER certification

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The Inspection Supervisor performs most of their responsibilities in direct contact with other members of the Agency, other federal, state, and local government agencies, the public and others in the air quality field.
- This individual must be able to move freely throughout our building, the business and residential community. The Inspection Supervisor must possess full use of their body as they may be required to climb, stoop, crawl, or jump while doing their job.
- They must be able to lift up to 50 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 Inspection Supervisor must be able to read, examine for errors and comprehend materials and equipment ranging from specialized gauges and instruments to 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.
- Travel may be involved, which may include up to 5 hours of driving within Washington. Infrequent overnight stays while in the field, during trainings, or attending conferences may also be required.

This job description is a summary rather than a detailed list of the duties performed. Olympic Region Clean Air Agency provides reasonable accommodations to assist qualified individuals to perform the essential functions their job requires.