

## **AIR ENFORCEMENT COORDINATOR**

**SUPERVISOR:** Air Quality Program Manager

**GRADE:** 19

**DEPARTMENT/DIVISION:** Justice and Regulatory/Environmental Programs Division

**FLSA STATUS:** Non-Exempt

**POSITION STATUS:** Full Time

**PREPARED BY:** Hutson/Johnson

**DATE:** 03/13/17, 12/5/18

**POSITION SUMMARY:** Under general supervision of the Air Quality Program Manager prepares, coordinates and tracks air quality enforcement order packages and provides subject matter expertise on technical and regulatory tasks within the Enforcement Section of the Tribal Title V Operating Permit Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Works closely with the Tribal air inspector team to prepare enforcement documents to address violations of air quality regulations.
2. Researches noncompliance allegations, and prepares specific materials including penalty calculations, letters, memos, orders, and technical requirements to support enforcement actions.
3. Interacts with respondents to encourage compliance and settlement of enforcement actions. Promotes and initiates the use of Supplemental Environmental Projects (SEP) as appropriate.
4. Works closely with the Tribal Legal staff regarding enforcement actions against regulated sources.
5. Monitors compliance schedules and implementation of ordering provisions for formal enforcement actions until cases are resolved or closed; reviews enforcement related technical reports and works with the Tribal air inspector team to document compliance with applicable statutes, rules, and orders.
6. Tracks the progress of enforcement cases to ensure timely and appropriate reporting to the EPA in accordance with the Tribal Compliance Monitoring Strategy.
7. Refers enforcement order cases and closed case actions to the Air Quality Program Manager for follow-up inspections.
8. Assists the Tribal air inspector team with maintaining Reservation stationary air pollution source database including EPA's Integrated Compliance Information System.
9. Assists with the development and maintenance of enforcement policies and technical guidance documents used in the implementation of the Reservation Air Code for the Southern Ute Indian Tribe.
10. Assists the regulated community with technical assistance involving rules, regulations, and policies of the Air Quality Program Enforcement Section.
11. Assists in preparing required documents as necessary by the Tribe and Air Quality Program to the U.S. EPA or the Southern Ute Indian Tribe/State of Colorado Environmental Commission (i.e., progress reports, end of the year reporting, high priority violation meetings, etc.).
12. Establishes and maintains effective working relationships with operators of air emission sources, coworkers, various state, county, and federal agencies, Tribal Officials, Tribal employees, and the public.
13. Organizes and leads meetings related to environmental enforcement actions

14. Attends staff, public meetings and trainings as requested.
15. Participates in a positive, supportive, team oriented environment.
16. Performs other job-related duties and assists with special projects as assigned.

**QUALIFICATIONS:**

Must have a BA/BS in Environmental Science, Engineering, or Paralegal Studies and 2 years of applied professional experience related to regulatory compliance and enforcement.

Must have a general knowledge of the Clean Air Act Civil Penalty Policy and commonly applied Tribal, state, and federal enforcement pathways.

Must have professional experience reading and interpreting compliance applicability of Tribal, State, and Federal air quality regulations.

Must have computer experience in software programs including Microsoft Word, Excel, and database applications.

Must have experience organizing and leading meetings.

Must have experience in gathering and organizing facts for clear and concise documentation of environmental non-compliance.

Must have general knowledge of oil and gas industrial processes such as the basic design and operation of a natural gas compressor facility.

Must have a valid Driver's license for state of residency and be insurable under the Tribal Vehicle Insurance Policy.

Must pass a thorough background check including, Criminal History, fingerprint check, and pre-employment drug test.

**PREFERRED QUALIFICATIONS:**

Two years of direct professional experience in air quality enforcement case development or five years of professional experience related to air quality compliance and enforcement.

Applied professional experience related to oil and gas specific air quality regulations.

Applied professional experience with a Federal or State air quality regulatory agency.

**LANGUAGE SKILLS:**

Ability to communicate clearly and accurately in oral and written formats.

Ability to prepare clear and concise reports, and present facts and information.

**MATHEMATICAL SKILLS:**

Ability to work with and/or develop spreadsheet applications to calculate enforcement penalties, document and report key data tracking elements.

**REASONING ABILITY:**

Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

Ability to exhibit confidence in judgment and decision making.

Ability to work independently with minimum amount of supervision.

Ability to read, and interpret industrial flow diagrams and schematics.

Ability to define problems, collect data, identify discrepancies, establish facts and draw valid conclusions.

**PHYSICAL REQUIREMENTS:**

Position involves periods of standing, sitting, walking, bending, climbing and kneeling.

Work will require the use of computers with exposure to video display terminals, the need to work in front of a computer terminal for extended periods of time and some repetitive motion associated with data entry and the use of a computer mouse.

Adequate hearing is required to hear/talk with all individuals, and to use telephones on a consistent basis.

**WORK ENVIRONMENT:**

Work is performed in an office setting and outdoors with some exposure to environmental stress.

Work may require exposure to industrial hazards (as part of facility inspections) such as noise and chemicals.

Work may require exposure to hot and cold weather conditions.

Work will involve driving Tribal vehicles.

The noise level in the work environment will vary from low (office setting) to high (industrial setting).

Frequent communication with air emission source operators, state, county, and federal agencies. Tribal employees, Tribal legal counsel and other individuals through telephone, email, and interpersonal interaction.

**STATEMENT OF UNDERSTANDING**

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE