

CITY OF CHATTANOOGA

Classification Specification Title: Air Pollution Investigator

Department: Air Pollution Control Bureau

Pay Grade: GS.06

Supervision Received From: Executive Director APCB

FLSA Status: Non-Exempt

Supervisory Responsibility: None

Established: 6/29/07

**Revision Dates: 8/27/24;
7/01/24; 10/20/23; 11/19/07**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing investigative duties for the air pollution control program. Duties include: responding to, investigating and documenting air pollution complaints and violations; conducting inspections of paint spray booths; and issuing regular and controlled burning permits; conducting inspections and issuing permits related to asbestos. Work is performed with moderate supervision.

SERIES LEVEL:

The Air Pollution Investigator is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Investigates suspected violations of air pollution control regulations and ordinances detected through complaints or personal observations and prepares related investigative reports on findings.

Works with company representatives and complainants regarding potential resolutions to environmental issues.

Collaborates and coordinates activities with other regulatory agencies.

Recommends enforcement action and appears in enforcement hearings related to air pollution violation matters.

Reviews and processes applications and issues regular and controlled burning permits and conducts related site inspections.

Conducts site inspections of industrial and commercial sources of air pollutant emissions to determine compliance with applicable regulations and permit requirements; observes process equipment and air pollution control equipment and records applicable operating parameters; review records and logs required by permit; visually quantifies opacity of emissions.

Review documents and ensure proper permits are issued for demolitions, renovations and asbestos removals. Conduct on-site inspections related to asbestos to ensure work practices comply with federal, state and local regulations and ordinances. Keeping abreast of changes in federal, state and local regulations.

Investigate and document air pollution complaints received from citizens, other government agencies and/or personal observations of suspected violations of federal, state and local regulations and ordinances. Issue verbal or written warnings or prepare a Notice of Violation and present evidence and/or testify in enforcement hearings relating to violations.

This position is on-call 24 hours a day, 7 days a week.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma, or GED, and one (1) year previous experience involving customer service and general office work.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

Valid Tennessee Driver's License

Visible Emission Certification

Special Police Commission

KNOWLEDGE AND SKILLS:

Knowledge of customer service principles; investigative methods; report writing practices; and, court procedures. Skill in conducting investigations; conducting inspections; preparing reports; testifying in enforcement hearings; providing customer service; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to working in high and precarious places, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, and extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.