City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Air Quality Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>AQSP</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>16</td>
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<tr>
<td>Date Revised:</td>
<td>12/14/2020</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for overseeing and managing all components of the City of Rapid City and Pennington County Air Quality Programs.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Conducts air quality inspections and investigations, including but not limited to site specific complaint monitoring.
- Reviews and approves construction and compliance plan permits.
- Provides technical assistance to the public, governing bodies, Air Quality Board and other agencies to promote air quality.
- Advocates and implements standards, policies and ordinances for related governing bodies, commissions and agencies by oral and written presentations which include graphs and reports, and reviews and advocates decisions of related governing bodies and boards.
- Develops air quality emission inventories, manages data bases and conducts air dispersion modeling including utilization of Geographic Information Systems and Global Positioning Systems.
- Collects and analyzes ambient air quality data and presents findings to the public and associated governing bodies, boards and agencies including assisting with the maintenance of ambient air quality monitoring networks.
- Maintains all necessary records and reports. Prepares and presents effective reports, maps, and charts.
- Provides staff assistance to the Air Quality Boards.

**Qualifications:**

**Education and/or Experience:**

Master's degree in Environmental Sciences, Planning, Engineering or related field; or bachelor's degree from four-year college or university in Environmental Sciences, Planning, Engineering or related field and two years related experience in environmental sciences; or a relevant combination of education and experience may also be deemed suitable to the hiring authority. Geographic Information System (GIS) and/or Air Dispersion modeling experience is desirable.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate and interruptions are common.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.