Monterey Bay Unified Air Pollution Control District

Announces an exciting employment opportunity for

ENGINEERING AND COMPLIANCE MANAGER

APPLICATION DEADLINE:
MARCH 22, 2013
The Community

Monterey Unified Air Pollution Control District (District) serves the counties of Monterey, San Benito, and Santa Cruz, and is headquartered in the City of Monterey, California. Monterey is a waterfront community on the central coast of California with a temperate climate year-round. Kayaking, scuba diving, surfing, whale watching and beach-going are just some of the activities to be enjoyed in and around Monterey. Golf, shopping, and driving the spectacular coastline to Big Sur are a few of the many land-based adventures.

The District

The air district was created by the Monterey County Board of Supervisors in 1965. In 1968 Santa Cruz County joined Monterey County to form a unified district. In 1969 the state designated the counties of Monterey, San Benito, and Santa Cruz as the North Central Coast Air Basin. On July 1, 1974 the Monterey and Santa Cruz County Unified Air Pollution Control District merged with the San Benito County Air Pollution Control District to form the Monterey Bay Unified Air Pollution Control District. The District is governed by a Board of Directors appointed from the elected governing bodies of our member jurisdictions. The Board of Directors appoints citizens to the District’s Advisory Committee as well as to the Hearing Board.

As required by the California Clean Air Act and Amendments (HSC Section 40910 et seq.) and the Federal Clean Air Act and Amendments (42 U.S.C. Section 7401 et seq.) the District is responsible for air monitoring, permitting, enforcement, long-range air quality planning, regulatory development, education and public information activities related to air pollution. California Health and Safety Code Sections 39002, et seq. and 40000, et seq. require local districts to be the primary enforcement mechanism for air pollution control. Districts must have rules and regulations for the implementation and enforcement for the attainment and maintenance of federal and state ambient air standards.
The Position

The District is looking for a dynamic and results oriented leader to plan, direct, and review the activities of the Engineering and Compliance Divisions. Responsibilities will involve the application of District rules and regulations in the achievement of air quality goals, permit review, issuance and inspections, rule development, emission inventory, toxic risk assessment, and emissions banking. Strong leadership and management skills will be highly regarded in a candidate.

The individual hired into the newly created Engineering and Compliance Manager position will coordinate activities with state and federal agencies and serve as a member of the District’s management team. The incumbent will possess excellent communication skills and will work closely with the Engineering and Compliance Division supervisors and will be available to discuss technical issues and interpret regulations. Duties also include evaluation of the effectiveness of established programs/services and development and implementation of new programs as mandated by law or community need.

Education & Experience Requirements

- Equivalent to the completion of a Bachelor’s degree from an accredited college or university with major coursework in chemical, environmental, or mechanical engineering.
- Five (5) years of progressively responsible professional experience in air quality regulation and management, engineering, and toxics, including four (4) years in a supervisory or managerial capacity.
- Possession of, or ability to obtain, a valid Class C California Driver License.

Essential Duties of the Position

- Directs and participates in the development and implementation of goals, objectives, policies, and procedures of the Engineering and Compliance Divisions, including special programs.
- Oversees all Engineering and Compliance programs, including permitting, source testing, permit related rule development, Title V, burn management, asbestos, Mutual Settlement, and the AB 2588 air toxics programs.
- Manages and makes work assignments to the Engineering and Compliance supervisors and prepares the supervisors’ annual performance evaluations; reviews staff performance evaluations prepared by the supervisors.
- Develops, implements, and maintains written procedures and policies for the Engineering and Compliance Divisions.
- Performs workflow and production analysis for continued process improvement and to enhance customer service.
- Develops, manages, and oversees the Engineering and Compliance Divisions’ annual budgets and monitors expenditures.
- Conducts and participates in meetings with firms, individuals, and public agencies; makes presentations to the Board of Directors and the Advisory Committee; stays current on air quality issues relevant to engineering and compliance administration.
## Compensation

The Salary of the Engineering and Compliance Manager will be set between $125,000 - $135,000, based on a negotiable employment agreement.

## Benefits

Retirement: California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 plan, depending on member's CalPERS status at time of enrollment.

District does not participate in Social Security portion of FICA, only Medicare.

Health Benefits: Cafeteria Plan monthly benefits:
- $886 for employees with no eligible dependents
- $1,140 for employees with one eligible dependent
- $1,197 for employees with two or more eligible dependents

District also pays $115.00 per month towards PERS medical plans.

Vision and dental coverage for employees and dependents are paid by the District.

Life Insurance: $10,000 term policy, paid by District.

LT/ST Disability: 60 day elimination period for short-term & 90 day elimination period for long-term disability. 50% paid by employee and 50% paid by employer

Holidays: 13 paid days (1 is floating).

Vacation & Sick Leave: Negotiable.

Deferred Compensation: 457 plan available through payroll deduction. No matching contribution by District.

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### Important Application Information

To apply for this outstanding opportunity, please visit the District’s website at www.mbuapcd.org to download the application and supplemental questions. Please submit a cover letter, resume, employment application, and answers to the supplemental questions by email to Lori Worden at lworden@koffassociates.com. As an alternative, you can mail your application materials to:

Koff & Associates, Inc.
6400 Hollis Street, Suite 5
Emeryville, CA 94608

The deadline to apply is 5:00 p.m., March 22, 2013.

Following the closing date, applications will be screened in relation to the criteria outlined in this brochure. The most qualified candidates will be invited to personal interviews with Koff & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Monterey Bay Unified Air Pollution Control District. Candidates will be advised of the status of the recruitment following selection of the Engineering and Compliance Manager.

Successful candidates not currently employed in regular status by the District must pass a pre-employment background check to be considered for employment.

**Monterey Bay Unified Air Pollution Control District is an equal opportunity employer encouraging workforce diversity.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

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