



Job Description

Position:	Permitting & Planning Supervisor
Type:	Hourly, Full-time, Permanent, Onsite
Hours:	8am to 5pm Monday through Friday (typical) Evening and/or weekend work (occasional)
Environment:	Office (typical) Outdoors (hot and cold, windy, wet), rooftops, and production lines, shop floors, and other areas within industrial facilities (occasional)
Activity:	Sitting and standing (typical) Climbing, stooping, crawling, jumping, lifting up to 40 pounds, traversing uneven terrain, and working in small spaces and high locations (occasional)
Location:	Yakima, Washington
Wage Range:	\$82,500 to \$110,000 per year (based on qualifications and experience) Annual position increases at agency board discretion (CPI-based COLA typical)
Benefits:	(see separate employee benefits document)
Reports To:	Executive Director
Direct Reports:	Air quality engineer and permit writer (1/2 FTE)
Advancement:	Limited (due to agency size)

Summary

Performs and supervises all permitting and planning-related activities for the Agency including conducting new source reviews, reviewing and approving/denying various permits, participating in public hearings and forums, managing the annual emissions inventory, calling/terminating burn curtailments, and managing Agency regulations and regional SIP provisions, all in accordance with applicable regulations, serves as the principal contact for permitting and planning matters, and is a key position in executing the mission of the Agency. Regularly interacts with department, compliance, and other staff. This is a supervisory *and* working position.

Qualifications—Required

Applicants are required to have, and be able to demonstrate, the following:

- Bachelor's degree in environmental, industrial, mechanical, chemical, or civil engineering.
- Two or more years of experience in an environmental, industrial and production, process, civil, mechanical, or chemical engineering position.
- Ability to research, read, interpret, and apply state and federal statutes and regulations.
- Understanding of, and proficiency in, word processing and spreadsheet software.
- Ability to work independently with minimal supervision/direction.
- Thoroughness, attention to detail, accuracy, and strong mathematical and analytic skills.
- Ability to work simultaneously on multiple projects with varying objectives and deadlines.
- Availability for occasional travel to conferences/meetings in the Pacific Northwest region.
- Proficiency in spoken and written communication concerning complex technical and regulatory information.
- Ability to understand and critically assess technical documents including modeling results, engineering plans & designs, scientific studies, operating plans, safety data sheets, etc.
- Certification as EPA Method 9 Visible Opacity Qualified Observer **or** the ability to obtain certification within one year of employment.

- Ability to think clearly and maintain composure in difficult situations, effectively engage with industry and the public, and apply regulations accurately and equitably.
- Knowledge of air emissions units, processes, and controls.
- Ability to assess conditions, identify key issues, and reach logical conclusions.
- License to operate a vehicle in Washington State with safe driving habits and record.
- Professional appearance and demeanor.

Qualifications—Desired

Applicants should describe if they have, and can demonstrate, any of the following:

- Experience in government or other public sector work.
- Master's degree in environmental, industrial, or mechanical engineering.
- Experience in a permitting, compliance, planning, or related position at an air pollution control authority or similar agency.
- Five or more years of experience in an environmental, industrial and production, process, civil, mechanical, or chemical engineering position.
- Experience using environmental modeling systems such as AERMOD (atmospheric dispersion modeling system), CMAQ (Community Multiscale Air Quality), and/or AERSCREEN (screening model).
- Experience with Microsoft Excel/Word and/or LibreOffice Calc/Writer.

Duties and Responsibilities

- Review annual source registration filings and emissions information (including potential changes to the data required by the Agency).
- Conduct new source reviews—including impact analyses, toxic/hazardous pollutant emissions calculations, and risk assessments—for major (aka FCAA Title V), minor, and synthetic sources.
- Engage in data collection and analysis.
- Supervise, and conduct performance evaluations of, department staff.
- Review and approve/deny agricultural, conditional, and other burning permits.
- Coordinate with Wash. Dept. of Ecology regarding regional SIP provisions.
- Prepare annual emissions inventory and manage data reporting via WEIRS.
- Respond to regulatory appeals (including providing testimony) and public comments.
- Ensure source construction or modification uses reasonably or best available control technology.
- Review, and propose updates to, Agency regulations.
- Utilize various modeling and emission estimation systems (e.g. AERMOD, AERSCREEN, LandGEM, WATER9).
- Collaborate with peer regulatory agencies and other political subdivisions.
- Engage with, and provide technical assistance to, industry and the regulated community.
- Assist in developing and implementing emission reduction strategies and attainment and maintenance plans, as needed.
- Review process design plans/specifications for technical merit and environmental impact.
- Evaluate sources and emissions units for compliance with the emission standards of Chapter 173-400 WAC and/or other applicable regulations.
- Attend regulatory meetings and/or conferences, participate in committees and working groups, and engage in training opportunities.
- Participate in public hearings and provide technical information to the public, industry, and/or the Agency board, as needed.
- Review and update registered source classifications, as needed
- Assist with determining changes to Agency fees.

- Coordinate and collaborate with compliance staff.
- Monitor meteorological and air quality conditions and call or terminate burn curtailments.
- Ensure information systems accurately reflect current project status.
- Maintain knowledge of current and emerging emission control technologies.
- Review excess emissions reporting and make determinations regarding unavoidable emissions.
- Assist with biennial air operating permit audits conducted by the State Auditor's Office.
- Complete other tasks and projects as may be assigned by the director.

About the YRCAA

The Yakima Regional Clean Air Agency is a small public agency serving Yakima County (excluding the Yakama Nation reservation) and one of seven air pollution control authorities in the state. It is governed by a five-member board, managed by a board-appointed Executive Director, and is responsible for assisting businesses and residents in meeting the requirements of federal and state air pollution control laws and enforcing compliance with them, issuing permits, monitoring air quality, responding to complaints, administering various programs, and educating the public regarding air quality. Additional information is available on the agency web site at www.yakimacleanair.org.

The Yakima Regional Clean Air Agency is an equal opportunity employer. We embrace diversity, are committed to creating an inclusive environment for all employees, and make employment decisions based on qualifications, merit, and business need.