



## JOB DESCRIPTION

*This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Title</b>	Environmental Engineer 1 & 2
<b>Department:</b>	Operations
<b>Effective Date:</b>	August 20, 2025
<b>Pay Range:</b>	Grade 16 Grade 18
<b>FLSA Status:</b>	Non-Exempt

### Position Summary

This position performs engineering duties requiring a thorough understanding of air quality regulations, industrial processes, and environmental engineering principles.

Responsibilities vary in accordance with the assigned level and area of responsibility.

The primary responsibility of the Environmental 2 position will be to develop moderately complex air quality permits and be a technical resource for other staff.

This position may also perform other engineering functions including air dispersion modeling, source testing coordination, emission inventory analysis, and providing technical assistance to regulated sources and the public.

Positions in the Environmental Engineer series provide engineering support that requires significant technical knowledge and engineering experience.

### Characteristics

Environmental Engineer 1 & 2 are non-exempt positions that receive general direction from the LRAPA Operations Manager for compliance assurance activities and permitting processes.

Environmental Engineer 1 and Environmental Engineer 2 differ in the depth of required technical knowledge, level of independence exercised, and the impact of decision-making. Positions are assigned to one of the two classifications in the series based upon the

complexity of the engineering assignments and responsibilities, including the depth of technical analysis required, and the complexity and impact of permit decisions.

**Environmental Engineer 1** is the entry level in a three level professional engineering series. Environmental Engineer 1 performs basic engineering functions under direct supervision; has foundational knowledge of air quality regulations and engineering principles. Environmental Engineer 1 can research and apply regulatory requirements, learn technical procedures, and develop basic engineering knowledge.

**Environmental Engineer 2** applies comprehensive engineering knowledge and experience to moderately complex permit writing and technical analysis and requires independent engineering responsibilities. Employees at this level receive general guidance and use considerable judgment for planning, coordinating, and leading engineering projects.

#### Essential Duties

*The following duties listed below are typical for this classification. Incumbents may not perform all the duties listed or may be required to perform additional similar duties in order to meet business needs and/or changing business practices*

Reviews Title V permit and ACDP applications for completeness and accuracy. Identifies solutions to correct deficiencies or inadequacies found; require that corrections be made to meet the requirements of pertinent code.

Provides technical analysis and modeling for simple to moderately complex industrial resources.

May review air dispersion modeling analyses.

Provides technical and professional engineering support services related to assigned areas of responsibility.

Provides technical expertise for simple to moderately complex environmental engineering projects.

May participate in the development of technical policies, procedures, and standards.

May provide technical review of air toxics emissions inventories and risk assessments.

Serves as a technical resource for Agency staff and external stakeholders.

May perform source coordinator activities, including coordinating source test projects at industrial facilities that are required by permit condition.

Use professional judgement to apply established policies and guidance, may assist with investigation and determination of non-compliance, including recommendation of enforcement action.

May provide staff training and development.

Provides excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

May represent Agency in technical meetings, hearings and legal proceedings.

Coordinates with other agencies on technical issues.

May provide backup to primary field staff, as needed.

Perform related duties as assigned to meet business needs.

### Qualifications

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.*

#### **Education & Experience:**

Environmental Engineer 1: Bachelor's degree in environmental, chemical, mechanical, civil engineering or related field. 0-2 years of relevant engineering experience or equivalent education and experience which provides the knowledge, skills, and ability.

Environmental Engineer 2: Bachelor's degree in environmental, chemical, mechanical, civil engineering or related field. 2-4 years of relevant engineering experience or equivalent education and experience which provides the knowledge, skills, and ability

#### **Licensing and/or Certification Requirements:**

Valid Oregon driver's license at the time of appointment.

Environmental Engineer 1: No certification required but should be eligible to take FE/EIT exam.

Environmental Engineer 2: FE/EIT certification required or the ability to obtain FE/EIT certification within one year.

## Functional Specific Responsibilities

### **Technology Skills:**

- Ability to use the Internet, automated technical systems, and Microsoft Office programs.
- Excellent written and verbal communication skills to translate technical and Agency, local, state, and federal policy into plain language.
- Ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency utilizing Generative AI tools to enhance research, analysis, and communication skills.
- Ability to use automated financial and database systems.
- Skill in developing spreadsheets and databases; data analysis skills of source emissions and program information; ability to develop air quality improvement strategies.

### **Knowledge:**

- Knowledge of environmental engineering principles and advanced applications.
- Understanding of air quality regulations and technical requirements
- Knowledge of industrial processes and pollution control technologies.
- Understanding of air dispersion modeling.
- Knowledge of principles and practices of engineering as they apply to industrial processes and control systems.
- Knowledge of designs of a variety of air contaminant control systems.
- Skills in technical writing.
- Ability to identify and recommend solutions to industry to achieve compliance with permit requirements.
- Ability to learn and apply generally accepted engineering principles to source being reviewed.
- Ability to interpret and apply laws, procedures, and regulations pertinent to the source of air contaminants being reviewed.
- Ability to gather, assemble, consolidate, and analyze facts and draw logical conclusions.
- Demonstrated understanding of environmental justice and the historical impacts for marginalized and underrepresented communities; ability to take personal responsibility for increasing their knowledge of environmental justice and diversity, equity, inclusion, and belonging.
- Experience drafting and reviewing environmental permit conditions that are accurate, clear, and enforceable; experience evaluating permit applications and

modifications and ensuring that all proposed actions comply with all applicable regulatory requirements and good engineering practice.

**Skills:**

- Ability to communicate and present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency with AI-assisted tools and large language models (LLMs) to enhance workflow efficiency.
- Responding to the public relating to projects and permits.
- Demonstrating commitment to maintaining a respectful and inclusive work environment.
- Performing assigned duties in a safe manner.
- Conducting research; preparing reports.
- Excellent organizational and project management skills.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Managing multiple priorities and deadlines.
- Demonstrating the use of discretion and independent judgment.
- Communication, interpersonal skills as applied to interaction with coworkers, management, stakeholders and the public.
- Working effectively with clients, co-workers, employees, and supervisors from diverse backgrounds.
- Excellent verbal and written communication skills; ability to provide clear, concise, and compelling communication of policy and technical information tailored to the needs of diverse audiences; skill in writing and presenting clear and concise reports that include qualitative and quantitative analyses, recommendations, and conclusions to diverse audiences.

**Abilities Required:**

- Ability to implement lateral thinking, analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to work independently, while keeping managers apprised of progress.
- Ability to manage time and resources and meet specialized assignment deadlines.
- Ability to maintain files and internal control documents so they are always audit ready.

### Physical Requirements

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: “Never,” “Occasional,” “Frequent,” or “Continuous.”

<b>Sitting</b>	<b>F</b>
<b>Walking</b>	<b>F</b>
<b>Balancing</b>	<b>F</b>
<b>Seeing</b>	<b>C</b>
<b>Hearing</b>	<b>C</b>
<b>Bending or stooping</b>	<b>F</b>
<b>Climbing</b>	<b>O</b>
<b>Crawling</b>	<b>O</b>
<b>Feeling</b>	<b>F</b>
<b>Dexterity with fingers</b>	<b>C</b>
<b>Grasping</b>	<b>O</b>
<b>Jumping</b>	<b>N</b>
<b>Keying (computer work)</b>	<b>C</b>
<b>Kneeling</b>	<b>O</b>
<b>Lifting or carrying</b>	<b>O</b>
<b>Pushing or pulling</b>	<b>O</b>
<b>Reaching</b>	<b>O</b>
<b>Twisting</b>	<b>O</b>

### Working Conditions

#### Environmental Conditions:

Work is performed in an office environment at the Agency’s offices, located in Springfield, Oregon. May include travel to other agencies. Work and training opportunities may require travel within or out of the State of Oregon.

Remote work may be an option depending on job duties.

### Job Description History

2025-initial update LRAPA

<b>SIGNATURES</b>
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I acknowledge that I have read and understand the above job description in its entirety, and I'm capable of performing all the stated requirements.

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Print Employee Name

_____	_____
Employee Signature	Date

_____	_____
Supervisor/Director Signature	Date



## JOB DESCRIPTION

*This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Title</b>	Environmental Engineer 3
<b>Department:</b>	Operations
<b>Effective Date:</b>	August 20, 2025
<b>Pay Range:</b>	Grade 20
<b>FLSA Status:</b>	Non-Exempt

### Position Summary

This position functions at the senior professional and technical level performing engineering tasks of high complexity, independently. Using expert knowledge of industrial processes and equipment, Environmental Engineer 3 is responsible for development and technical review of Title V and ACDP air quality permits for the most complex industrial sources of air pollution regulated by the Agency.

Environmental Engineer 3 is the primary contact for industry managers and environmental operations personnel on matters relating to permit requirements and provisions, equipment requirements for air pollution control, and emissions limits at plant sites.

The Environmental Engineer 3 position provides technical leadership to staff and represents the Agency in technical forums and proceedings.

**Advanced Level-** Environmental Engineer 3 applies comprehensive knowledge of air quality regulations and advanced environmental engineering concepts, practices, and procedures to complex and varied assignments; exercises independent judgement and decision-making authority; provides technical leadership and mentoring to permitting and compliance staff.

This is the third level of a three-level series. It is distinguished from the lower levels by extensive, progressive engineering and environmental knowledge and experience which is applied to a broad range of complex and often unprecedented environmental issues or



concerns and require innovative solutions. Employees make decisions having significant public health, economic, or environmental impact. They advise Agency management, finance staff, and local governments on technical and environmental concerns. The Environmental Engineer 3 is considered by LRAPA and by the outside engineering community as an expert in air quality. These employees are usually assigned project leader responsibility for planning, staffing, reviewing, and completing work assignments. They function as a senior resource and expert within their assigned unit and assist management in developing the technical expertise of other LRAPA engineers and scientific professionals.

#### **Characteristics**

Environmental Engineer 3 is a non-exempt position that receives general direction from the LRAPA Operations Manager for compliance assurance activities and permitting processes while providing technical leadership for the Agency.

#### **Essential Duties**

*The following duties listed below are typical for this classification. Incumbents may not perform all the duties listed or may be required to perform additional similar duties in order to meet business needs and/or changing business practices*

Reviews Title V permit and ACDP applications for completeness and accuracy. Identifies solutions to correct deficiencies or inadequacies found; require that corrections be made to meet the requirements of pertinent regulations.

Provides advanced technical analysis and modeling for complex industrial resources.

Reviews complex air dispersion modeling analyses.

Provides technical and professional engineering support services relative to assigned areas of responsibility.

Provides a high degree of technical expertise for complex environmental engineering projects.

Participates in the development of technical policies, procedures, and standards.

Provides expert technical review of air toxics emissions inventories and risk assessments.

Serves as a technical expert and as a resource for Agency staff and external stakeholders.

May perform source coordinator activities, including coordinating source test projects at industrial facilities that are required by permit condition.

Use professional judgement to apply established policies and guidance, may assist with investigation and determination of non-compliance, including recommendation of enforcement action.

Responsible for mentoring and coaching; ensure appropriate training is provided.

Facilitates staff training and development.

Provides excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

May represent Agency in technical meetings, hearings and legal proceedings.

Coordinates with other agencies on complex technical issues.

May provide backup to primary field staff, as needed.

Perform related duties as assigned to meet business needs.

### **Qualifications**

*The following are the minimum qualifications required for this classification. Any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job may be considered.*

#### **Education & Experience:**

Bachelor's degree in environmental, chemical, mechanical, civil engineering or related field. Four or more years of relevant engineering experience or equivalent education and experience which provides the knowledge, skills, and ability.

#### **Licensing and/or Certification Requirements:**

Valid Oregon driver's license at time of appointment, depending on the area of assignment.

Possession of a valid Professional Engineer (PE) license, registered in the State of Oregon. Alternatively, candidates who are eligible to sit for the PE examination may be considered. If hired, obtaining Oregon PE registration within twenty-four (24) months of the date of hire will be a condition of continued employment.

Advanced technical certifications as required by position duties.

## Functional Specific Responsibilities

### **Technology Skills:**

- Advanced ability to use the Internet, automated technical systems, and Microsoft Office programs.
- Excellent written and verbal communication skills to translate technical and Agency, local, state, and federal policy into plain language.
- Advanced ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency utilizing Generative AI tools to enhance research, analysis, and communication skills.
- Ability to use automated financial systems at an advanced level.
- Skill in developing spreadsheets and databases; data analysis skills of source emissions and program information; ability to develop air quality improvement strategies.

### **Knowledge:**

- Expert knowledge of environmental engineering principles and advanced applications.
- Comprehensive understanding of air quality regulations, technical requirements, and atmospheric chemistry.
- Advanced knowledge of industrial processes and pollution control technologies.
- Expertise in air dispersion modeling and advanced technical analysis methods.
- Project management and program development techniques.
- Knowledge of principles and practices of engineering as they apply to industrial processes and control systems.
- Knowledge of designs of a variety of air contaminant control systems.
- Skills in technical writing.
- Ability to identify and recommend solutions to industry to achieve compliance with permit requirements.
- Ability to apply generally accepted engineering principles to source being reviewed.
- Ability to interpret and apply laws, procedures, and regulations pertinent to the source of air contaminants being reviewed.
- Ability to gather, assemble, consolidate, and analyze facts and draw logical conclusions.
- Demonstrated understanding of environmental justice and the historical impacts for marginalized and underrepresented communities; ability to take personal responsibility for increasing their knowledge of environmental justice and diversity, equity, inclusion, and belonging.
- Experience drafting and reviewing environmental permit conditions that are accurate, clear, and enforceable; experience evaluating permit applications and

modifications and ensuring that all proposed actions comply with all applicable regulatory requirements and good engineering practice.

**Skills:**

- Advanced ability to communicate and present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency with AI-assisted tools and large language models (LLMs) to enhance workflow efficiency.
- Responding to the public relating to projects and permits.
- Demonstrating commitment to maintaining a respectful and inclusive work environment.
- Performing assigned duties in a safe manner.
- Assigning and monitoring the work of others, as required.
- Analyzing complex information and systems evaluation.
- Conducting research; preparing reports.
- Developing, evaluating, recommending, and implementing processes and procedures.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Demonstrating the use of discretion and independent judgment.
- Communication, interpersonal skills as applied to interaction with coworkers, management, stakeholders and the public.
- Working effectively with clients, co-workers, employees, and supervisors from diverse backgrounds.
- Excellent verbal and written communication skills; ability to provide clear, concise, and compelling communication of policy and technical information tailored to the needs of diverse audiences; skill in writing and presenting clear and concise reports that include qualitative and quantitative analyses, recommendations, and conclusions to diverse audiences.
- Project management experience in an environmental/natural resource setting, including development, implementation, and evaluation; experience managing concurrent multiple complex projects with many interested parties and multiple deliverables, all with resource constraints.
- Demonstrated experience building and fostering relationships with a diverse group of partners including colleagues, interested parties, organizations, and businesses, skill in conflict resolution, negotiation, and collaboration.

**Abilities Required:**

- Ability to implement lateral thinking, analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to work independently, while keeping managers apprised of progress.
- Ability to work as a leader and communicate concepts of air permits and emission information to others.
- Ability to work independently, manage time and resources and meet specialized assignment deadlines.
- Ability to maintain files and internal control documents so they are always audit ready.

### Physical Requirements

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: “**Never,**” “**Occasional,**” “**Frequent,**” or “**Continuous.**”

<b>Sitting</b>	<b>F</b>
<b>Walking</b>	<b>F</b>
<b>Balancing</b>	<b>F</b>
<b>Seeing</b>	<b>C</b>
<b>Hearing</b>	<b>C</b>
<b>Bending or stooping</b>	<b>F</b>
<b>Climbing</b>	<b>O</b>
<b>Crawling</b>	<b>O</b>
<b>Feeling</b>	<b>F</b>
<b>Dexterity with fingers</b>	<b>C</b>
<b>Grasping</b>	<b>O</b>
<b>Jumping</b>	<b>N</b>
<b>Keying (computer work)</b>	<b>C</b>
<b>Kneeling</b>	<b>O</b>
<b>Lifting or carrying</b>	<b>O</b>
<b>Pushing or pulling</b>	<b>O</b>
<b>Reaching</b>	<b>O</b>
<b>Twisting</b>	<b>O</b>

### Working Conditions

#### Environmental Conditions:

Work is performed in an office environment at the Agency’s offices, located in Springfield, Oregon. May include travel to other agencies. Work and training opportunities may require travel within or out of the State of Oregon.

Remote work may be an option depending on job duties.

### Job Description History

2025-initial update LRAPA

<b>SIGNATURES</b>
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I acknowledge that I have read and understand the above job description in its entirety, and I'm capable of performing all the stated requirements.

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Print Employee Name

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Employee Signature

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Date

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Supervisor/Director Signature

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Date



## JOB DESCRIPTION

*This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Title</b>	Environmental Specialist 1 & 2
<b>Department:</b>	Operations
<b>Effective Date:</b>	August 20, 2025
<b>Pay Range:</b>	Grade 16 Grade 18
<b>FLSA Status:</b>	Non-Exempt

### Position Summary

This position performs professional and technical duties requiring a thorough understanding of air quality regulations, industrial processes, and environmental science principles. Responsibilities vary in accordance with the assigned level and area of responsibility.

The primary responsibility of the Environmental Specialist 2 position will be to develop moderately complex air quality permits and be a technical resource for other staff.

This position may also perform other functions including air dispersion modeling reviews, source testing coordination, emission inventory analysis, and providing technical assistance to regulated sources and the public.

Positions in the Environmental Specialist series provide professional and technical support that requires significant knowledge and experience in environmental science and air quality management.

### Characteristics

Environmental Specialist 1 & 2 are non-exempt positions that receive general direction from the LRAPA Operations Manager for compliance assurance activities and permitting processes.

Environmental Specialist 1 and Environmental Specialist 2 differ in the depth of required technical knowledge, level of independence exercised, and the impact of decision-making. Positions are assigned to one of the two classifications in the series based upon the complexity of the assignments and responsibilities, including the depth of technical analysis required, and the complexity and impact of permit decisions.

**Environmental Specialist 1** is the entry level in a three level professional specialist series. Environmental Specialist 1 performs basic professional functions under direct supervision; has foundational knowledge of air quality regulations and environmental science principles. Environmental Specialist 1 can research and apply regulatory requirements, learn technical procedures, and develop basic knowledge.

**Environmental Specialist 2** applies comprehensive knowledge and experience to moderately complex permit writing and technical analysis and requires independent professional responsibilities. Employees at this level receive general guidance and use considerable judgment for planning, coordinating, and leading projects.

#### Essential Duties

*The following duties listed below are typical for this classification. Incumbents may not perform all the duties listed or may be required to perform additional similar duties in order to meet business needs and/or changing business practices*

Reviews Title V permit and ACDP applications for completeness and accuracy. Identifies solutions to correct deficiencies or inadequacies found; require that corrections be made to meet the requirements of pertinent regulations.

Provides technical analysis and modeling for simple to moderately complex industrial resources.

May review air dispersion modeling analyses.

Provides technical and professional support services related to assigned areas of responsibility.

Provides technical expertise for simple to moderately complex environmental projects.

May participate in the development of technical policies, procedures, and standards.

May provide technical review of air toxics emissions inventories and risk assessments.

Serves as a technical resource for Agency staff and external stakeholders.



May perform source coordinator activities, including coordinating source test projects at industrial facilities that are required by permit condition.

Use professional judgement to apply established policies and guidance, may assist with investigation and determination of non-compliance, including recommendation of enforcement action.

May provide staff training and development.

Provides excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

May represent Agency in technical meetings, hearings and legal proceedings.

Coordinates with other agencies on technical issues.

May provide backup to primary field staff, as needed.

Perform related duties as assigned to meet business needs.

### **Qualifications**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.*

#### **Education & Experience:**

Environmental Specialist 1: Bachelor's degree in physical science, environmental science, natural resources, or related field, AND 0-2 years of relevant experience or equivalent education and experience which provides the knowledge, skills, and ability.

Environmental Specialist 2: Bachelor's degree in physical science, environmental science, natural resources, or closely related field, AND 2-4 years of relevant experience or equivalent education and experience which provides the knowledge, skills, and ability

#### **Licensing and/or Certification Requirements:**

Valid Oregon driver's license at the time of appointment.

## Functional Specific Responsibilities

### **Technology Skills:**

- Ability to use the Internet, automated technical systems, and Microsoft Office programs.
- Excellent written and verbal communication skills to translate technical and Agency, local, state, and federal policy into plain language.
- Ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency utilizing Generative AI tools to enhance research, analysis, and communication skills.
- Ability to use automated financial and database systems.
- Skill in developing spreadsheets and databases; data analysis skills of source emissions and program information; ability to develop air quality improvement strategies.

### **Knowledge:**

- Knowledge of industry processes, and appropriate pollution control technologies.
- Understanding of air quality regulations and technical requirements
- Knowledge of industrial processes and pollution control technologies.
- Understanding of air dispersion modeling.
- Knowledge of principles and practices of environmental science as they apply to industrial processes and control systems.
- Knowledge of designs of a variety of air contaminant control systems.
- Skills in technical writing.
- Ability to identify and recommend solutions to industry to achieve compliance with permit requirements.
- Ability to learn and apply generally accepted principles to source being reviewed.
- Ability to interpret and apply laws, procedures, and regulations pertinent to the source of air contaminants being reviewed.
- Ability to gather, assemble, consolidate, and analyze facts and draw logical conclusions.
- Demonstrated understanding of environmental justice and the historical impacts for marginalized and underrepresented communities; ability to take personal responsibility for increasing their knowledge of environmental justice and diversity, equity, inclusion, and belonging.
- Experience drafting and reviewing environmental permit conditions that are accurate, clear, and enforceable; experience evaluating permit applications and

modifications and ensuring that all proposed actions comply with all applicable regulatory requirements and good practice.

**Skills:**

- Ability to communicate and present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency with AI-assisted tools and large language models (LLMs) to enhance workflow efficiency.
- Responding to the public relating to projects and permits.
- Demonstrating commitment to maintaining a respectful and inclusive work environment.
- Performing assigned duties in a safe manner.
- Conducting research; preparing reports.
- Excellent organizational and project management skills.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Managing multiple priorities and deadlines.
- Demonstrating the use of discretion and independent judgment.
- Communication, interpersonal skills as applied to interaction with coworkers, management, stakeholders and the public.
- Working effectively with clients, co-workers, employees, and supervisors from diverse backgrounds.
- Excellent verbal and written communication skills; ability to provide clear, concise, and compelling communication of policy and technical information tailored to the needs of diverse audiences; skill in writing and presenting clear and concise reports that include qualitative and quantitative analyses, recommendations, and conclusions to diverse audiences.

**Abilities Required:**

- Ability to implement lateral thinking, analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to work independently, while keeping managers apprised of progress.
- Ability to manage time and resources and meet specialized assignment deadlines.
- Ability to maintain files and internal control documents so they are always audit ready.

### Physical Requirements

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: “**Never,**” “**Occasional,**” “**Frequent,**” or “**Continuous.**”

<b>Sitting</b>	<b>F</b>
<b>Walking</b>	<b>F</b>
<b>Balancing</b>	<b>F</b>
<b>Seeing</b>	<b>C</b>
<b>Hearing</b>	<b>C</b>
<b>Bending or stooping</b>	<b>F</b>
<b>Climbing</b>	<b>O</b>
<b>Crawling</b>	<b>O</b>
<b>Feeling</b>	<b>F</b>
<b>Dexterity with fingers</b>	<b>C</b>
<b>Grasping</b>	<b>O</b>
<b>Jumping</b>	<b>N</b>
<b>Keying (computer work)</b>	<b>C</b>
<b>Kneeling</b>	<b>O</b>
<b>Lifting or carrying</b>	<b>O</b>
<b>Pushing or pulling</b>	<b>O</b>
<b>Reaching</b>	<b>O</b>
<b>Twisting</b>	<b>O</b>

### Working Conditions

#### Environmental Conditions:

Work is performed in an office environment at the Agency’s offices, located in Springfield, Oregon. May include travel to other agencies. Work and training opportunities may require travel within or out of the State of Oregon.

Remote work may be an option depending on job duties.

### Job Description History

2025-initial update LRAPA

<b>SIGNATURES</b>
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I acknowledge that I have read and understand the above job description in its entirety, and I'm capable of performing all the stated requirements.

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Print Employee Name

<hr/>	<hr/>
Employee Signature	Date

<hr/>	<hr/>
Supervisor/Director Signature	Date



## JOB DESCRIPTION

*This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Title</b>	Environmental Specialist 3
<b>Department:</b>	Operations
<b>Effective Date:</b>	August 20, 2025
<b>Pay Range:</b>	Grade 19
<b>FLSA Status:</b>	Non-Exempt

### Position Summary

This position performs at the senior professional performing environmental duties of higher complexity, independently. Using expert knowledge of industrial processes and equipment, Environmental Specialist 3 is responsible for development and technical review of Title V and ACDP air quality permits for the more complex industrial sources of air pollution regulated by the Agency.

Environmental Specialist 3 is the primary contact for industry managers and environmental operations personnel on matters relating to permit requirements and provisions, equipment requirements for air pollution control, and emissions limits at plant sites. position will be to develop moderately complex air quality permits and be a technical resource for other staff.

The Environmental Specialist 3 position provides technical leadership to staff and represents the Agency in technical forums and proceedings.

### Characteristics

Environmental Specialist 3 are non-exempt positions that receive general direction from the LRAPA Operations Manager for compliance assurance activities and permitting processes.

**Advanced Level-** Environmental Specialist 3 applies comprehensive knowledge of air quality regulations and advanced environmental science concepts, practices, and procedures to more complex and varied assignments; exercises independent judgement and decision-making authority; provides technical leadership and mentoring to permitting and compliance staff.

This is the third level of a three-level series. It is distinguished from the lower levels by extensive, progressive environmental science and regulatory knowledge and experience which is applied to a broad range of complex environmental issues that require innovative solutions. Employees make decisions having public health, economic, or environmental impact. They advise Agency management, finance staff, and local governments on technical and environmental concerns.

The Environmental Specialist 3 may be assigned project lead responsibility for planning, reviewing, and completing work assignments. They function as a senior resource and expert within their assigned area and may assist management in developing the technical expertise of other LRAPA staff.

#### **Essential Duties**

*The following duties listed below are typical for this classification. Incumbents may not perform all the duties listed or may be required to perform additional similar duties in order to meet business needs and/or changing business practices*

Reviews Title V permit and ACDP applications for completeness and accuracy. Identifies solutions to correct deficiencies or inadequacies found; require that corrections be made to meet the requirements of pertinent regulations.

Provides technical analysis and modeling for moderate to complex industrial resources.

May review air dispersion modeling analyses.

Provides technical and professional support services related to assigned areas of responsibility.

Provides a high degree of technical expertise for moderate to complex environmental projects.

May participate in the development of technical policies, procedures, and standards.

May provide technical review of air toxics emissions inventories and risk assessments.

Serves as a technical expert for Agency staff and external stakeholders.

May perform source coordinator activities, including coordinating source test projects at industrial facilities that are required by permit condition.

Use professional judgement to apply established policies and guidance, may assist with investigation and determination of non-compliance, including recommendation of enforcement action.

Responsible for mentoring and coaching; ensure appropriate training is provided.

May facilitate staff training and development.

Provides excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

May represent Agency in technical meetings, hearings and legal proceedings.

Coordinates with other agencies on technical issues.

May provide backup to primary field staff, as needed.

Perform related duties as assigned to meet business needs.

### **Qualifications**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.*

#### **Education & Experience:**

Environmental Specialist 3: Bachelor's degree in physical science, environmental science, natural resources, or related field, AND 4 years of relevant experience or equivalent education and experience which provides the knowledge, skills, and ability.

#### **Licensing and/or Certification Requirements:**

Valid Oregon driver's license at the time of appointment.



## Functional Specific Responsibilities

### **Technology Skills:**

- Ability to use the Internet, automated technical systems, and Microsoft Office programs.
- Excellent written and verbal communication skills to translate technical and Agency, local, state, and federal policy into plain language.
- Ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency utilizing Generative AI tools to enhance research, analysis, and communication skills.
- Ability to use automated financial and database systems.
- Skill in developing spreadsheets and databases; data analysis skills of source emissions and program information; ability to develop air quality improvement strategies.

### **Knowledge:**

- Expert knowledge of environmental science principles and advanced applications.
- Comprehensive understanding of air quality regulations and technical requirements
- Advanced knowledge of industrial processes and pollution control technologies.
- Expertise in air dispersion modeling and advanced technical analysis methods.
- Knowledge of principles and practices of environmental science as they apply to industrial processes and control systems.
- Project management and program development techniques.
- Knowledge of designs of a variety of air contaminant control systems.
- Skills in technical writing.
- Ability to identify and recommend solutions to industry to achieve compliance with permit requirements.
- Ability to learn and apply generally accepted principles to source being reviewed.
- Ability to interpret and apply laws, procedures, and regulations pertinent to the source of air contaminants being reviewed.
- Ability to gather, assemble, consolidate, and analyze facts and draw logical conclusions.
- Demonstrated understanding of environmental justice and the historical impacts for marginalized and underrepresented communities; ability to take personal responsibility for increasing their knowledge of environmental justice and diversity, equity, inclusion, and belonging.
- Experience drafting and reviewing environmental permit conditions that are accurate, clear, and enforceable; experience evaluating permit applications and modifications and ensuring that all proposed actions comply with all applicable regulatory requirements and good practice.

**Skills:**

- Ability to communicate and present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency with AI-assisted tools and large language models (LLMs) to enhance workflow efficiency.
- Responding to the public relating to projects and permits.
- Demonstrating commitment to maintaining a respectful and inclusive work environment.
- Performing assigned duties in a safe manner.
- Assigning and monitoring the work of others, as required.
- Analyzing complex information and systems evaluation.
- Developing, evaluating, recommending, and implementing processes and procedures.
- Conducting research; preparing reports.
- Demonstrating the use of discretion and independent judgment.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Managing multiple priorities and deadlines.
- Demonstrating the use of discretion and independent judgment.
- Communication, interpersonal skills as applied to interaction with coworkers, management, stakeholders and the public.
- Working effectively with clients, co-workers, employees, and supervisors from diverse backgrounds.
- Excellent verbal and written communication skills; ability to provide clear, concise, and compelling communication of policy and technical information tailored to the needs of diverse audiences; skill in writing and presenting clear and concise reports that include qualitative and quantitative analyses, recommendations, and conclusions to diverse audiences.
- Project management experience in an environmental/natural resource setting, including development, implementation, and evaluation; experience managing concurrent multiple complex projects with many interested parties and multiple deliverables, all with resource constraints.
- Demonstrated experience building and fostering relationships with a diverse group of partners including colleagues, interested parties, organizations, and businesses, skill in conflict resolution, negotiation, and collaboration.

**Abilities Required:**

- Ability to implement lateral thinking, analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to work independently, while keeping managers apprised of progress.
- Ability to work as a leader and communicate concepts of air permits and emission information to others.
- Ability to work independently, manage time and resources and meet specialized assignment deadlines.
- Ability to maintain files and internal control documents so they are always audit ready.

### Physical Requirements

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: “Never,” “Occasional,” “Frequent,” or “Continuous.”

<b>Sitting</b>	<b>F</b>
<b>Walking</b>	<b>F</b>
<b>Balancing</b>	<b>F</b>
<b>Seeing</b>	<b>C</b>
<b>Hearing</b>	<b>C</b>
<b>Bending or stooping</b>	<b>F</b>
<b>Climbing</b>	<b>O</b>
<b>Crawling</b>	<b>O</b>
<b>Feeling</b>	<b>F</b>
<b>Dexterity with fingers</b>	<b>C</b>
<b>Grasping</b>	<b>O</b>
<b>Jumping</b>	<b>N</b>
<b>Keying (computer work)</b>	<b>C</b>
<b>Kneeling</b>	<b>O</b>
<b>Lifting or carrying</b>	<b>O</b>
<b>Pushing or pulling</b>	<b>O</b>
<b>Reaching</b>	<b>O</b>
<b>Twisting</b>	<b>O</b>

### Working Conditions

#### Environmental Conditions:

Work is performed in an office environment at the Agency’s offices, located in Springfield, Oregon. May include travel to other agencies. Work and training opportunities may require travel within or out of the State of Oregon.

Remote work may be an option depending on job duties.

### Job Description History

2025-initial update LRAPA

<b>SIGNATURES</b>
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I acknowledge that I have read and understand the above job description in its entirety, and I'm capable of performing all the stated requirements.

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Print Employee Name

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Employee Signature	Date

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Supervisor/Director Signature	Date