

C-XI  
PUBLIC HEALTH AND  
SAFETY INSPECTIONAL  
OCCUPATIONAL GROUP [225]

CODE NO.

AIR POLLUTION INSPECTOR TRAINEE

General Statement of Duties and Responsibilities

Under direct supervision, is trained in and performs elementary air and noise pollution inspection work in the field, office or laboratory to insure compliance with laws, rules and regulations concerned with the reduction or elimination of conditions contributing to air and/or noise pollution; performs related work.

Examples of Typical Tasks

Assists in the patrolling of an assigned area to observe and investigate violations of laws, rules, and regulations of the Department of Environmental Protection.

Assists in the investigation of complaints alleging emissions of contaminants into the open air or excessive noise or the improper operation of equipment.

Assists in the interviewing of complainants for verification of complaints and the instruction of owners, lessees, agents and superintendents of buildings in appropriate action to correct conditions.

Assists in the inspection of installations of equipment capable of emitting pollutants or excessive noise and devices capable of controlling pollutants or noise.

Assists in checking on the maintenance and operation of such equipment and the evaluation of effectiveness of corrective action taken.

Assists in collecting samples of fuel and other materials for laboratory analysis.

Assists in the measuring of noise levels using sophisticated electronic calibration and test equipment.

Assists in making surveys of areas and industries and submits reports thereon.

Assists in the inspection of marine craft and stationary and mobile equipment for air contaminants and/or excessive noise.

May issue Notices of Violation.

Assists in the use of the Micro-Ringelmann Chart, sound level meters, calibration equipment and other measuring devices.

Assists in the preparation of reports of inspection activities.

PUBLIC SAFETY TITLE REQUIRING MEDICAL EXAMINATION

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PUBLIC HEALTH AND  
SAFETY INSPECTIONAL  
OCCUPATIONAL GROUP [225]

CODE NO.

AIR POLLUTION INSPECTOR TRAINEE (continued)

Qualification Requirements

A four year high school diploma or its educational equivalent.

By the end of three years as a trainee must acquire and subsequently maintain a valid New York State Motor Vehicle Driver License; a Visible Emissions Certificate (federally mandated - given semi-annually) and must have an Urban Noise Course Certificate.

Direct Lines of Promotion

This is a trainee class of positions with a four year probationary period. At the end of three years of satisfactory probationary service and training, employees in this class of positions will mature without further examination to the title of Air Pollution Inspector (31315), subject to a one year probationary term.

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CODE NO.

ASSOCIATE AIR POLLUTION INSPECTOR

Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty and responsibility in the planning, supervising and directing of an inspection program of air pollution sources to secure compliance with laws, rules and regulations and to reduce or eliminate conditions contributing to air pollution. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, performs supervisory work in the conduct of inspections of air pollution sources to secure compliance with laws, rules and regulations and to reduce or eliminate conditions contributing to air pollution or serves as department representative in Environmental Control Board hearings.

Supervises, advises and evaluates a group of Air Pollution Inspectors; schedules and assigns work including complaints; maintains records to insure follow-up of complaints.

Maintains attendance records.

Conducts on-the-job training of newly assigned inspectors.

Reviews reports for completeness and accuracy.

Makes or assists in the inspections of the more complex installations and leads special field surveys.

Operates motor vehicles in the performance of assigned duties.

Testifies in court and assists in the preparation of cases for court referral; testifies and represents the bureau before the Environmental Control Board; instructs inspectors, engineers and other departmental personnel appearing as witnesses in court or ECB hearings.

May act as assistant to the Associate Air Pollution Inspector, Level II.

Prepares written reports regarding the status of work in progress and prepares statistical data on the productivity of unit. Keeps logs and records of the inspectors activities and assists in the preparation of statistics of the bureau's activities.

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ASSOCIATE AIR POLLUTION INSPECTOR (continued)

Assignment Level II (See Special Note under Qualification Requirements)

Under direction, serves as the principal assistant to the Associate Air Pollution Inspector Level III.

Assists in the administration of a City-wide program of inspections of air pollution sources to secure compliance with laws, rules and regulations and to reduce or eliminate conditions contributing to air pollution.

Assists in the preparation of directives and procedures to implement the policies and objectives of the Department of Environmental Protection.

Assists in the preparation of the annual budget of the bureau.

Interprets departmental requirements and regulations to industry and the public.

Acts as liaison between the department and other governmental agencies.

Organizes and participates in training courses for subordinates.

Recommends new legislation and the revision of existing rules and regulations of the department.

Supervises maintenance of records and prepares periodic reports.

May act as the Associate Air Pollution Control Inspector, Level III in his/her absence.

Assignment Level III (See Special Note under Qualification Requirements)

Under general direction, plans and directs the operation of a City-wide program of inspections air pollution sources to secure compliance with laws, rules and regulations and to reduce or eliminate conditions contributing to air pollution.

Plans, directs and coordinates a City-wide inspection program to control sources of air pollution.

Interprets the policies of the department to staff.

Prepares directives and procedures to implement the policies, rules and regulations of the department.

Supervises, counsels, and evaluates the work of subordinate personnel.

PUBLIC SAFETY TITLE REQUIRING MEDICAL EXAMINATION

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INSPECTIONAL OCCUPATIONAL GROUP [225]

CODE NO.

ASSOCIATE AIR POLLUTION INSPECTOR (continued)

Assignment Level III (continued)

Plans special surveys and special investigations.

Plans special surveys and special investigations.

Recommends new legislation and the revision of existing rules and regulations; reviews and prepares comments on the technical aspects, relative to air pollution control, of legislative proposals that have originated in other organizations.

Prepares periodic progress reports.

Represents the department at meetings and conferences with other departments and agencies.

Plans and drafts annual budget requests for the inspection program.

Qualification Requirements

1. A four year high school diploma or its educational equivalent and six years of full-time satisfactory experience in the inspection, operation, testing, designing or maintaining of equipment that may emit air contaminants and/or excessive noise such as the following: air cleaning, fuel burning, industrial processing, incinerator, electrical or acoustical equipment, one year of which must have been in a supervisory capacity; or
2. A baccalaureate degree from an accredited college including or supplemented by at least 24 credits in mechanical, chemical, electrical, electronic, environmental, or acoustical engineering or engineering technology, chemistry, physics, industrial hygiene, public health, or related field plus two years of full-time satisfactory experience, including one supervisory, as described in "1" above; or
3. Experience and/or education which is equivalent to "1" or "2" above. However, all candidates must possess a four year high school diploma or its educational equivalent and must have at least one year of full-time supervisory experience described in "1" above.

Experience in air conditioning equipment is not acceptable.

PUBLIC SAFETY TITLE REQUIRING MEDICAL EXAMINATION

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CODE NO.

ASSOCIATE AIR POLLUTION INSPECTOR (continued)

License Requirements

1. A Motor Vehicle Driver License valid in the State of New York.
2. Visible emissions certification as a qualified observer in accordance with Federal EPA regulations.
3. Noise certification issued by an organization recognized by the NYC Department of Environmental Protection.

Special Note

In addition to meeting the minimum qualification requirements, for placement in Assignment Level II candidates must have at least one year in Assignment Level I or an additional year of experience as described in "1" above; for placement in Assignment Level III, candidates must have at least one year in Assignment Level II or two additional years of experience as described in "1" above.

Direct Lines of Promotion

From: Air Pollution Inspector (31315)

To: None



DEPARTMENT OF  
PERSONNEL  
OF THE CITY OF NEW YORK

2 WASHINGTON STREET, NEW YORK, NY 10004

LILLIAM BARRIOS-PAOLI  
CITY PERSONNEL DIRECTOR/COMMISSIONER

ESTHER JUNI  
DEPUTY CITY PERSONNEL DIRECTOR  
EXAMINATIONS

WILLIAM P. CARNEVALE  
FIRST DEPUTY CITY PERSONNEL DIRECTOR

M E M O R A N D U M

To: Lenny Rosenberg  
Director, Classification & Compensation Division

From: John McManus *jm* *S.S.C.*  
Assistant Personnel Director  
for Technical Exams.

Date: January 31, 1994

Subject: Proposal to Create a new title - Air Pollution Inspector Trainee; and to consolidate Senior Air Pollution Inspector, Supervising Air Pollution Inspector and Principal Air Pollution Inspector to Associate Air Pollution Inspector, Levels I, II, & III respectively.

To be in line with other Inspectorial titles, it is proposed to consolidate the subject titles as follows:

<u>From</u>	<u>To</u>	<u>Salary</u>
Senior Air Pollution Inspector	Associate Air Pollution Inspector Level I	same
Supervising Air Pollution Inspector	Associate Air Pollution Inspector Level II	same
Principal Air Pollution Inspector	Associate Air Pollution Inspector Level III	same

DEP proposes that an entry level title Air Pollution Inspector Trainee be created in the competitive class with automatic maturation to Air Pollution Inspector after two years satisfactory service in the trainee title. Air Pollution Inspector will remain as is, but will be above the trainee title.

~~consolidation proposal~~

We recommend consolidation because the KSAs tested for all three titles are nearly the same. They are all supervisory positions overseeing air pollution inspections.

Please proceed with this consolidation.

cc: S. Schultz  
R. A. Favis