



March 2018
FLSA: NON-EXEMPT

AIR MONITORING TECHNICAL ASSISTANT

DEFINITION

Under general supervision, provides a variety of general administrative, data, and technical field support; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Air Monitoring Specialist or Planning and Air Monitoring Division Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification provides combined office and field support. Incumbents learn and perform air monitoring, meteorology, and/or source test equipment and procedures. The position is characterized by the presence of guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Checks and submits air monitoring data to the Environmental Protection Agency (EPA) Aerometric Informational Retrieval System (AIRS) database; produces reports on the process.
- Provides data support including gaining competence in the new data acquisition system, assisting others with the system, and processing and compiling data for graphs and Board reports.
- Assists with database management including the purchasing database and instrument database.
- Types correspondence, reports, forms and specialized technical documents from drafts, notes, dictated tapes, or brief instructions, using computer software; may compose standard correspondence from brief instructions.
- Picks up and delivers field supplies and ambient air quality samples.
- Prepares equipment and materials for field sampling and analysis.
- Assists with repair, installation and calibration of air monitoring, source testing and/or meteorological equipment.
- Assists with routine and non-routine air sampling.
- Maintains contact with the EPA, California Air Resources Board (CARB), and other agencies to ensure that District computer and monitoring protocols are current.
- Assists with the administration of the wood stove change-out program and other District grant programs.
- Receives and screens visitors and telephone calls, records pertinent information and takes or routes

messages; provides factual information regarding District or division activities and functions, which may require some explanation of rules, policies, and/or procedures.

- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Assists on teams involved with large, multi-division projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices and procedures used in air monitoring and source testing.
- Methods of obtaining information from outside air monitoring regulatory agencies.
- Basic scientific procedures of gathering data.
- Office practices and procedures, including filing and operation of standard office equipment.
- Business letter writing.
- Basic business data processing principles and the use of personal computing equipment and software.
- Basic principles of mathematics.
- Accepted safety practices and procedures in the field.
- Basic principles, practices, and methods of environmental sciences.
- Basic theory and principles of electronics.
- Basic methods for installing, maintaining, calibrating and troubleshooting instruments that record meteorological conditions and level of air contaminants.
- Air monitoring equipment, including setup and operations.
- Functions of the Aerometric Information Retrieval System (AIRS) database.
- Uses and functions of data acquisition systems.
- Applicable federal, state, and local laws, codes, and regulations, including all sections dealing with air monitoring requirements.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Operate standard office and computer equipment.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Organize and maintain accurate files and records.
- Make accurate arithmetic calculations.
- Understand and carry out oral and written directions.
- Make minor repairs to sampling instruments.
- Learn to troubleshoot and resolve instrument problems.

- Perform standard field procedures in accordance with applicable policies, procedures, and safety practices.
- Weigh and measure a variety of materials.
- Understand, explain and apply applicable laws, codes, and regulations.
- Observe safety principles and work in a safe manner.
- Operate an office computer and a variety of word processing and software applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and one (1) year of experience in laboratory support, fieldwork supporting laboratory activities, or maintenance or repair of electromechanical machinery or instrumentation is required.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is partially a sedentary office and partially a field classification; standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires the incumbent to climb ladders and drive motorized vehicles.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. On an infrequent basis, incumbent works outdoors in all weather conditions, including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.