



**April 2016**  
**FLSA: EXEMPT**

## **SUPERVISING AIR MONITORING SPECIALIST**

### **DEFINITION**

Under general direction, supervises, coordinates, and participates in the work of Air Monitoring Specialists operating and maintaining continuous air monitoring stations and temporary sampling sites; manages the District's air quality data collection and reporting system; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Air Pollution Control Officer (DAPCO). Exercises general direction and supervision over Air Monitoring Division staff.

### **CLASS CHARACTERISTICS**

This is the supervisory level class in the Air Monitoring Specialist series responsible for supervising, coordinating, and participating in the work of all Air Monitoring Division staff within the District. The incumbent has the responsibility to ensure that all air monitoring data produced by the District is collected, maintained, and disseminated according to established federal and state protocols. This class is distinguished from the classification of DAPCO in that the latter has overall responsibility for multiple District divisions.

### **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.*

- Plans, coordinates, and evaluates the work of subordinate staff engaged in the operation, service, installation, calibration, repair, and modification of instruments used in monitoring air pollution; reviews and processes all air monitoring data.
- Evaluates and participates in the effectiveness of current monitoring programs; participates in modifying programs to adapt to changing environmental conditions and other requirements and guidelines; updates quality assurance manual and changes in procedures.
- Prepares various reports documenting air quality monitoring activities and statistics, including monthly data summaries and quarterly quality assurance reports for the California Air Resources Board (CARB); maintains files of all air monitoring data; reviews and processes monthly data from industry operated stations.
- Interviews and makes hiring recommendations; evaluates the performance of subordinates; participates in the implementation of discipline of subordinates; provides technical guidance in monitoring methods, techniques, procedures, and interpretation of rules and regulations.
- Reviews and reports on research papers and technical literature pertinent to ambient air quality

- monitoring; acts as liaison for the District with federal, state, and local regulatory agencies.
- Participates in special air monitoring and meteorologic projects consisting of temporary stations; may substitute for specialists on leave.
- Prepares and administers the Air Monitoring Division budget and monitors expenditures.
- 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:**

- Methods and techniques of supervision, training, and motivation.
- Techniques of public administration, including personnel practices.
- Methods and techniques of scheduling work assignments.
- Principles and practices of project management and work organization.
- Best practices for resource evaluation and budget management.
- District policies and procedures.
- California Air Resources quality assurance procedures.
- Methods of installing, maintaining, calibrating, and troubleshooting instruments that record meteorological conditions and level of air contaminants.
- Applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes, including all sections dealing with air monitoring requirements.
- Standard office procedures, practices, and equipment.
- Modern office 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:**

- Analyze and prepare technical data.
- Analyze monitoring problems and recommend solutions.
- Use electronic test equipment.
- Read and interpret plans and electrical schematics.
- Prepare the assigned work section's budget.
- Plan, organize, train, evaluate, motivate, and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, and regulations, including District regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Meet the public in situations requiring diplomacy and tact.
- Dealing constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.

- Prepare technical reports and presentations.
- Respond to issues and concerns from contractors, homeowner, and the community.
- Coordinate with other agencies when needed to meet objectives.
- Operate an office computer and a variety of word processing and software applications.
- Manage work activities within a defined budget.
- Safely and effectively operate ordinary hand and power tools.
- 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, including commercial and industrial sources, and other regulatory agencies.

**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 two years of college courses (approximately 60 units) with major coursework in electronics or a related field, and five (5) years of experience operating and maintaining a variety of air pollution monitoring instruments with one year of experience in a lead or supervisory capacity; or one (1) year of experience equivalent to an Air Monitoring Specialist III with the MBUAPCD.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

Position requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 60 pounds or more is also required. The nature of the work also requires the incumbent to climb ladders and drive motorized vehicles.

**ENVIRONMENTAL ELEMENTS**

Incumbent occasionally work 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.