



April 2019

FLSA: NON-EXEMPT

AIR MONITORING SPECIALIST

DEFINITION

Under general supervision, operates and maintains the District's air monitoring network and data acquisition system; visits ambient air monitoring stations and temporary sampling sites to check equipment and perform maintenance; gathers accurate air quality data and creates reports; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry-level class in the Air Monitoring Specialist series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate or general supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including air monitoring station operation, data collection and analysis techniques, and installation and repair of instruments. This classification is alternatively staffed with a Senior Air Monitoring Specialist. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class. Positions at this level usually perform most of the duties required of the positions at the Senior level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

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.

- Operates and maintains instruments used to determine level of air contaminants and meteorological conditions; reviews and edits data to verify its validity; creates monthly reports of data collected; uploads data to other agencies such as the California Air Resources Board and the Environmental Protection Agency; performs air monitoring data analysis and comparisons.
- Installs, troubleshoots, maintains, calibrates, repairs, and modifies air monitoring equipment using a variety of test equipment; performs preventative maintenance on instruments; participates in particulate instrument filter changes, analysis and processing; performs weekly and quarterly checks

- of samplers and analyzers; performs bi-annual calibrations of analyzers and samplers.
- Maintains station and equipment records; downloads data from data logger for entry into database; contacts vendors and contractors regarding equipment problems and to order materials.
- Participates in special air monitoring and meteorology projects consisting of temporary stations; sets up and removes air monitoring sites; participates in air monitoring phases of enforcement actions and investigations.
- Completes special studies and conducts research on the topic of air monitoring as assigned.
- Participates in and provides air monitoring instrumentation training; develops air monitoring forms and automated spreadsheets for calibrations; creates and revises air monitoring standard operating procedures.
- Performs housekeeping tasks such as painting and weed removal at air monitoring stations.
- May observe source tests and review source test reports for compliance with permit conditions.
- 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:

- Principles, practices, and methods of environmental sciences.
- Theory and principles of electronics.
- Methods for installing, maintaining, calibrating and troubleshooting instruments which record meteorological conditions and level of air contaminants.
- Air monitoring equipment setup and operations.
- Functions of the Aerometric Information Retrieval System (AIRS) database.
- Functions and uses 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.
- 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:

- Learn to diagnose and diagnose problems in instrumentation systems.
- Use electronic test equipment.
- Read and interpret plans and electrical schematics.
- Troubleshoot and resolve instrument problems.
- Understand, explain, and apply applicable laws, codes, and regulations.
- 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.
- Respond to issues and concerns from contractors, homeowners, and the community.

- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Operate an office computer and a variety of word processing and software applications.
- Observe safety principles and work in a safe manner; 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.

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 coursework in electronics or a related field.

One (1) year of experience in operating a variety of analytical instruments. Additional coursework or instrumentation training may substitute for the required experience.

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 frequently 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.