



April 2019
FLSA: NON-EXEMPT

AIR QUALITY TECHNICIAN

DEFINITION

Under immediate or general supervision, performs administrative support and some technical work in the areas of compliance program activities, permitting activities, grant programs, air monitoring data processing, outreach and education, air quality planning program activities, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor or manager.

CLASS CHARACTERISTICS

The Air Quality Technician is an entry level classification. Initially under close supervision, incumbents will provide administrative and some technical work in the areas of compliance program activities, permitting activities, grant programs, air monitoring data processing, outreach and education, and air quality planning program activities. As technical knowledge and experience are gained, there is a greater independence of action within established guidelines and procedures. Assignments may be made in support of one or more 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.

- Receives, logs, reviews, and evaluates air monitoring and meteorological data from District air monitoring network and other agencies in accordance with established procedures and in compliance with regulations.
- Reviews and verifies data entry for specified programs; corrects or provides for the correction of errors to assure quality and validity of data entered to and extracted from databases.
- Responds orally and in writing to the public and other agencies regarding procedural, regulatory and limited technical questions regarding specific program activities.
- Assist with the processing of District rules being adopted or amended.
- Receives and may review technical reports for compliance, engineering, air monitoring and planning and may prepare enforcement notices of limited scope and complexity for supervisor or manager review.
- Maintains electronic and hard copy files for a variety of programs, including correspondence, reports, documents and District rules and regulations; establishes and maintains a variety of complex files in support of a division.

- Tracks program activities and/or equipment and supplies; maintains inventories and assists with the purchase of parts and equipment.
- Assists in the administration and processing of District grants and programs; assists in the preparation of grant applications or grant contracts; may calculate emissions based on established procedures for specific grant projects; develops and conducts outreach and education efforts for the public on available grants and programs.
- Assists industry representatives in completing basic permit applications and fee sheets.
- Performs fieldwork such as routine maintenance at air monitoring stations or less complex equipment inspections for planning and compliance programs.
- Prepares periodic and special summaries of aerometric, meteorological and contaminant data for distribution within and outside the District and participates and provides support for special reports and other activities.
- Receives, logs, and transmits complaints to appropriate inspector. May handle complaints of a limited nature.
- Coordinates and participates in public information and education programs; designs educational and visual materials to convey information to participants.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.
- Acts as back-up to other administrative support positions within the District.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Policies and procedures of assigned technical programs.
- Basic principles, methods and techniques of research, data analysis and statistics.
- Techniques in the use of computer applications including spreadsheets, word processing, database, and presentation programs.
- Administrative support functions, including maintaining files, and maintaining databases.
- Basic principles of mathematics.
- Methods and techniques of scheduling work assignments.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- Practices and methods of office management and administration, including the use of standard office equipment such as a computer and applicable software.
- 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.
- Applicable district, state and federal laws, rules, and regulations.

Ability to:

- Perform responsible, complex and confidential administrative and technical work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the assigned division, other District divisions, and outside agencies.
- Learn the policies, procedures, and guidelines of the area to which assigned in a timely manner.
- Utilize computer applications in the course of work including spreadsheets, word processing, database, and presentation programs.

- Use sound judgment in the interpretation and application of division rules and policies.
- Independently prepare clear and concise reports, data summaries and other written and graphic documents.
- Organize, coordinate and prioritize work activities while meeting crucial deadlines.
- Respond to requests and inquiries from the general public.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, ordinances, and regulations.
- Read, interpret, and record data accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Compile and review information.
- 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 an associate degree in planning, environmental science, transportation, meteorology, computer science, mathematics or closely related field and one year of experience in office, program or administrative support experience which involved technical data entry and report writing.

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 primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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. Incumbents may also occasionally conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. 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 incumbents 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. Additionally, incumbents 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.