



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

AIR MONITORING TECHNICIAN

Job Description

DEFINITION

Under immediate or 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

The **Air Monitoring Technician I** receives immediate supervision from an assigned lead person, supervisor, or manager, and exercises no supervision of staff.

The **Air Monitoring Technician II** receives general supervision from an assigned lead person, supervisor, or manager. May exercise functional and technical direction over staff assigned to the classification of Air Monitoring Technician I and to others assisting in air monitoring projects.

CLASS CHARACTERISTICS

The **Air Monitoring Technician I** is the entry-level class in the Air Monitoring Technician series that allows the incumbent to develop journey-level knowledge and abilities. Initially, under immediate 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. Incumbents may advance to a 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 II 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.

The **Air Monitoring Technician II** is the journey-level class in the Air Monitoring series in which incumbents are expected to independently perform the full scope of assigned air monitoring duties, including operating air monitoring stations with a variety of instruments. Additionally, incumbents are responsible for repairing and installing instruments. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising more independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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 the level of air contaminants and meteorological conditions; reviews and edits data to verify its validity; creates monthly reports of data collected; uploads data to the California Air Resources Board and/or the United States 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 the database; contacts vendors and contractors regarding equipment problems and orders materials as per the District's purchasing policy.

- Participates in special air monitoring and meteorological projects consisting of temporary stations; sets up and removes air monitoring sites; may participate 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; and tests equipment.
- Performs housekeeping tasks such as painting and weed removal at air monitoring stations, as necessary.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Education and/or 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:

Air Monitoring Technician I and II: Equivalent to the completion of two years of college coursework in electronics or a related field.

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

Air Monitoring Technician II: Three (3) years of experience in operating a variety of air pollution monitoring instruments or two (2) years of experience in a position equivalent to an Air Monitoring Technician I or equivalent.

Knowledge and Abilities

Knowledge of: Both Classes –

- Principles, practices, and methods of environmental sciences.
- Theory and principles of electronics.
- Methods for installing, maintaining, calibrating, and troubleshooting instruments that record meteorological conditions and levels 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: Both Classes –

- 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.

PHYSICAL ABILITIES

Must be able to perform essential functions of the job. This position requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The need to lift, carry, and push tools, equipment, and supplies weighing up to 20 pounds on a constant basis and up to 60 pounds or more is also required. The nature of the work also requires the incumbent to climb ladders and work in high places on a regular basis, and drive motorized vehicles. The position requires repetitive hand-eye coordination and fine manipulation skills for preparing reports and data using a PC keyboard, computer mouse, and various office equipment. Travel by vehicle is required.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

Incumbents perform work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents also occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas, and other vapors. Incumbents may be required to wear personal protective equipment based on established safety policy.

SPECIAL REQUIREMENTS

- This position must possess a valid California Class C Driver's License.
- Safety training as required by the District's Safety Program.

FSLA Status: Non-exempt - Covered under Collective Bargaining Unit

Approved: June 1992

Revised: May 2008

Revised: February 2017