



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

AIR QUALITY TECHNICIAN

Job Description

DEFINITION

Under immediate to general supervision performs technical and administrative work for all divisions of the District including but not limited to: duties related to the processing and tracking of applications; annual emission inventory throughput reports; emission inventory data entry; asbestos program; agricultural burn program; public records requests; limited field inspections; complaint response; and performs a variety of operational support related to air quality in assigned programs.

SUPERVISION RECEIVED AND EXERCISED

The **Air Quality Technician** receives general supervision from the assigned lead person, supervisor, or manager, and exercises no supervision of staff.

CLASS CHARACTERISTICS

Initially, under close supervision, incumbents perform a variety of routine technical and administrative support for the Administration, Compliance, Engineering and Planning and Air Monitoring Divisions. As experience is gained the Air Quality Technician work becomes more diverse and complex, requiring increased independence and judgment.

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.

- Receive, review, prioritize, and process incoming applications and other related documents in accordance with the District's established procedures.
- Review applications for administrative and some technical completeness. Work with applicants to ensure the applications are administratively complete.
- Receive, screen, or answer inquiries regarding the operational and procedural policies of specific programs, completeness of forms, etc.
- Reviews, verifies, and performs data entry for specified programs.
- Prepare, maintain, and update a variety of reports and records which may require the use of arithmetic or basic statistical calculations and consolidating materials from several sources.
- Maintain detailed technical and administrative records, and establish and maintain files; research and compile information from office files and other sources. Research and compile information in relation to the District Rules and Regulations. Review documents for accuracy, and research, and makes correction as required.
- Compile materials for meetings, prepare agendas, and attend such meetings to take summary notes as required.
- Coordinate the distribution of the annual emission inventory throughput reports including mailing; tracking; and data entry into the Air Resources Board's emission inventory database.
- Provide administrative and technical support for the asbestos program.
- Receive public records act requests and tracks requests. Assist in record search and provide information to the public.
- Scans documents per established procedures; verifies the accuracy of scanned documents and ensures data is properly indexed; purges documents per established schedule.
- Assist in the coordination of the agricultural burn program which includes the day-to-day duties of the program. This requires interaction with the local agricultural community and requires weekend work.
- Conduct limited field inspections, including agricultural engines, emergency-use internal combustion engines, and agricultural burning.
- May assist in response to complaints related to odor, dust, and/or agricultural operations; determines nature and extent of the problem.
- Prepares necessary documentation for supervisory review of possible corrective or violation notices.
- Assist in special programs and studies.
- Assist in front desk coverage and other administrative duties if required.
- Establishes positive working relationships with the community, state and local agencies, District management and staff, and the public.

- Perform related duties and responsibilities as required and/or assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

High school diploma or General Education Development (GED) and four years of increasingly responsible experience performing duties that include data entry, data handling, and report writing preferably in a technical environment or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Equivalent to twenty-four (24) semester units of college-level course work in the physical sciences, including chemistry or related field may substitute for a maximum of two (2) years of experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Policies, procedures, and applicable state and federal laws, rules, and regulations in relation to air quality permitting and related programs.
- Principles and concepts of basic processes and control equipment related to agricultural sources and internal combustion engines.
- Basic knowledge of weather principles, including wind speed and direction.
- Investigation procedures.
- Source type and characteristics of air contaminants.
- Basic program management techniques.
- Basic principles of mathematics, performing mathematical calculations quickly and accurately.
- 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 practices and procedures, including the use of standard office equipment such as a computer and applicable software.
- Principles and practices of data collection and report preparation.
- 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:

- Perform responsible technical administrative support work involving the use of independent judgment and personal initiative.
- Understand the organization, operations, and objectives of the assigned division, other District divisions, and external agencies.
- Learn the policies, procedures, and guidelines of the area to which assigned in a timely manner.
- Interpret and apply division rules and policies.
- Understand and explain basic technical rules and regulations.
- Independently prepare correspondence and inspection reports.
- Understand and apply written and verbal instructions.
- Meet deadlines.
- Respond to requests and inquiries from the general public.
- 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.
- 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.
- Compile and review information.
- Prepare records and reports.
- Use initiative and exercise independent judgment.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- 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. Work is performed both in an office setting and in an offsite field setting, typically an agricultural, industrial, or commercial facility. Intermittent to frequent exposure to chemicals, dust, fumes, and high noise levels, and outside weather conditions. Field activities may be performed in hazardous environments. Must be able to perform essential functions of the job. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Position requires grasping, repetitive hand-eye coordination, and fine manipulation skills for preparing reports and data using a personal computer keyboard, computer mouse, and various office equipment. This position also requires good listening skills and the occasional need to lift, drag and push files, computer reports, or other materials weighing up to 25 pounds. Travel by vehicle is required.

WORKING CONDITIONS – ENVIRONMENTAL ELEMENTS

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.

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.

FLSA Status: Non-exempt – Covered under Collective Bargaining Unit