YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

AIR QUALITY TECHNICIAN I/II

Department: Compliance **Reports To:** Compliance Manager **FLSA Status:** Non-Exempt

Employment Group: Employee Association – Represented / Regular Full-Time **Approved/Revised:** 02/2026

DESCRIPTION

Under immediate supervision, Air Quality Technician I, general supervision, Air Quality Technician II, performs a variety of technical and administrative duties in support of all District divisions, including the processing and tracking of permit applications, annual emission inventory reports, data entry, asbestos and agricultural burn programs, public records requests, limited field inspections, complaint response, and other operational support activities related to air quality programs.

CLASS CHARACTERISTICS

Air Quality Technician I is the entry and training class of the series. Incumbents work under immediate supervision while performing the less complex office and paraprofessional technical work and routine assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired.

Air Quality Technician II is the fully experienced journey-level class of the series, which requires performing more difficult tasks and a working knowledge of District rules, regulations, and procedures; focus on regulatory program support, field activities, and technical recordkeeping. This classification requires the ability to interpret and apply air quality rules, fee schedules, and administrative procedures with a high degree of accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive, review, prioritize, and process incoming documents in accordance with District procedures.
- Review applications for administrative and limited technical completeness; work with applicants to ensure all required information is provided.
- Respond to inquiries regarding program procedures, form requirements, and related policies.
- Review, verify, and enter data for assigned programs.
- Prepare, maintain, and update reports and records; perform basic arithmetic or statistical calculations and compile materials from multiple sources.
- Maintain detailed technical and administrative files; research and compile information from District records and other sources; verify document accuracy and make corrections as needed.
- Prepare meeting materials, agendas, and summaries; attend meetings and take notes when required.
- Coordinate the annual emission inventory throughput reporting process, including mailing, tracking, and entering data into the Air Resources Board database.
- Provide administrative and technical support for the asbestos program.
- Assist in receiving and tracking Public Records Act requests; assist in locating records and providing public information.
- Scan, verify, and index documents according to procedures; ensure accuracy and purge records according to the District's Retention Schedule.
- Perform daily operations of the agricultural burn program, including communication with the agricultural community and regular weekend work.
- Conduct limited field inspections (e.g., agricultural engines, emergency-use internal combustion engines, and agricultural burns).
- Assist in responding to complaints related to odors, dust, or agricultural operations; determine the nature and extent of the issue.
- Prepare documentation for supervisor review regarding potential corrective actions or violations.

- Support special projects, studies, and grant programs; track related time as needed.
- Provide front desk coverage and other administrative support as required.
- Maintain positive working relationships with District staff, other agencies, and the public.
- Represent the District at meetings, committees, or public events as assigned.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District policies, procedures, and applicable state and federal air quality regulations.
- Basic processes and control equipment for agricultural sources and internal combustion engines.
- Basic meteorological concepts such as wind speed and direction.
- Investigation methods and types of air contaminants.
- Basic program coordination and management practices.
- Mathematics and accurate computation methods.
- Work scheduling and organizational techniques.
- Standard safety practices and occupational hazards.
- Office software, including word processing, spreadsheets, and databases.
- Data collection, recordkeeping, and report preparation methods.
- Administrative procedures, including filing and records management systems.
- Proper English usage, spelling, grammar, and punctuation.
- Effective communication and customer service techniques.

Ability to:

- Interpret and apply District policies, procedures, and air quality regulations.
- Maintain detailed and accurate electronic and physical records.
- Work independently and collaboratively, managing multiple tasks and deadlines.
- Communicate effectively, both verbally and in writing, with diverse audiences.
- Handle sensitive or confidential information with discretion.
- Understand District operations, divisions, and relationships with external agencies.
- Prepare correspondence and inspection reports independently.
- Respond effectively to public inquiries.
- Accurately read, interpret, and record data.
- Organize and prioritize work efficiently.
- Make sound, informed decisions within established guidelines.
- Analyze problems and develop appropriate solutions.
- Follow written and verbal instructions.
- Follow safety procedures and work safely.
- Collect, review, and compile information accurately.

EDUCATION AND EXPERIENCE

Air Quality Technician I: A Bachelor's Degree in Environmental Science, Meteorology, Geography, or related field, or a high school diploma or GED, and four (4) years of progressively responsible experience in tasks such as data entry, data management, and report preparation, preferably in a regulatory, environmental, or compliance-related environment. Equivalent combinations of education, training, and/or experience that provide the required knowledge, skills, and abilities may also qualify.

Air Quality Technician II: In addition to meeting the qualifications for Air Quality Technician I, this level requires at least two (2) years of experience equivalent to an Air Quality Technician I position. Experience must include advanced technical duties in a regulatory, environmental, or compliance-related setting.

WORKING CONDITIONS

Incumbents primarily work in an office environment with moderate noise levels and controlled temperature conditions, without direct exposure to hazardous materials. Work may also be performed outdoors on occasion, in a variety of weather conditions, including heat, cold, and wet environments, with potential exposure to dust, fumes, diesel, gasoline, and other vapors. Personal protective equipment may be required in accordance with established safety policies and procedures.

SPECIAL REQUIREMENTS

- This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.
- Must obtain a Visible Emission Evaluation Certificate within the first six months of employment.
- Bi-annual certification by the Air Resources Board in Visible Emission Evaluation.