YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

EXTRA HELP PLANNING & AIR MONITORING INTERN

Department: Planning & Air Monitoring **Reports To:** Deputy APCO **FLSA Status:** Non-Exempt

Employment Group: Temporary Extra Help - Unrepresented **Approved/Revised:** 09/2026

DEFINITION

The Extra Help Planning and Air Monitoring Intern supports the Planning and Air Monitoring Department by assisting with tasks such as grant program administration, environmental document review under the California Environmental Quality Act (CEQA), and routine air monitoring fieldwork as needed.

This Extra Help internship position is ideal for a student or early-career professional seeking hands-on experience in grant administration, air quality planning, and the operation of analytical instruments.

SUPERVISION RECEIVED AND EXERCISED

The **Extra Help Planning & Air Monitoring Intern** receives immediate supervision from the assigned lead, supervisor, or manager and exercises no supervisory authority over staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, or rescind the work assignments for this position. Management will make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist in administering various grant programs by supporting promotional efforts, responding to public inquiries, training equipment retailers on program requirements, evaluating applicant eligibility, conducting field inspections, processing vouchers and invoices, reviewing grantee reports, and preparing oversight reports for agencies including the California Air Resources Board and the U.S. Environmental Protection Agency.
- Assist with reviewing and commenting on environmental impact documents and with maintaining the District's CEQA Air Quality Guidelines and Administrative Procedures.
- Perform routine air monitoring fieldwork as needed, which may include weekly filter replacements and weekly and monthly checks of samplers and analyzers.

QUALIFICATION GUIDELINES

Education and Experience

- Currently enrolled in or recently completed a degree in Environmental Science, Meteorology, Geography, Urban Planning, or a closely related field.
- Prior experience working with grant programs, databases, or operating scientific/environmental instrumentation is preferred but not required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles of the California Environmental Quality Act (CEQA) and land use/transportation planning as they relate to air quality and emissions reductions.
- Familiarity with incentive and grant programs (federal, state, regional, or local) focused on clean air, public health, or alternative and non-motorized transportation.
- Basic concepts of scientific data collection and the routine operation of analytical monitoring instruments.
- Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.

Ability to:

- Learn quickly, especially grant guidelines, CEQA statutes, and instrument operations.
- Utilize strong written and verbal communication skills.
- Work independently and as part of a team.
- Display attention to detail and organizational skills.
- Maintain confidentiality and handle sensitive information appropriately.

PHYSICAL DEMANDS

Must be able to perform the 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 position also requires lifting, carrying, and pushing tools, equipment, and supplies weighing up to 20 pounds regularly and up to 50 pounds or more occasionally. The nature of the work also requires the incumbent to climb ladders and work at heights regularly, and to drive motorized vehicles. The position requires repetitive hand-eye coordination and fine motor skills to prepare reports and data using a PC keyboard, mouse, and various office equipment. Travel by vehicle is required.

WORKING CONDITIONS

Incumbents primarily work in an office environment with moderate noise levels and controlled temperatures, 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.

ADDITIONAL INFORMATION

- This is a temporary, non-benefited position.
- The position may require occasional work outside regular business hours
- Reliable transportation to and from sites