



Great Basin Unified Air Pollution Control District

Air Monitoring Specialist

FLSA Classification
Nonexempt

Salary Range
Range 65

Bargaining Unit
Non-Management

JOB DESCRIPTION

Summary

Under general direction, supervises the daily activities of the Air Monitoring Technicians including preparation of progress reports and the installation, maintenance, and repair of air pollution measuring or testing devices and instruments. Performs the more complex work of air quality monitoring, including assisting in design and modification of air pollution devices. Implementation and administration of special programs such as the wildfire monitoring program.

Essential Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential duties.

- Regular attendance during scheduled hours as per the District's Employee Rules, Policies, and Procedures Manual Section 4.12.
- Follow written and verbal directions in English.
- Interview, supervise, train, assist, evaluate, and discipline employees in the division.
- Plan, coordinate, assign, reviews, and evaluates staff duties, priorities, and work product.
- Serve the District in a leadership capacity.
- Assess workload requirements and establish priorities and completion dates.
- Develop, implement, and oversee the air monitoring quality assurance program.
- Coordinate, prepare, present, and submit Annual Air Quality Network Monitoring Plan.
- Approve requests for air quality data and direct staff response.
- Responsive to inquiries, notices, audits, and requirements of EPA and CARB.
- Develop and implement special air monitoring projects/programs such as the wildfire monitoring program.
- Review technical plans and reports such as emission inventory plans, reports and risk assessments.
- Write technical reports for special air monitoring projects.
- Develop and improve sampling techniques.
- Design and modify equipment.
- May perform inspections and respond to complaints.
- Produce simple electronic diagrams and sketches.
- Troubleshoot instrumentation problems.
- Coordinate activities with other agencies and contractors.



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- Prepare or supervise the preparation of reports, correspondence, and scientific papers documenting air quality monitoring activities such as monthly data summaries and quarterly quality assurance reports.
Respond to public inquiries relative to air quality.
- Develop and prepare instrument, equipment, and project bid specifications.
- Provide budget input regarding resource, equipment, and supply needs, ensuring the division has resources required to meet goals.
- Routinely provide work updates to the APCO and regularly seek direction on projects as necessary.

Competencies (Knowledge, Skills, and Abilities)

- Ability to establish positive working relationships with representatives of the community, organizations, Federal/State/local agencies, District staff, and the public.
- Knowledge of methods and techniques for record keeping, report preparation, and writing.
- Ability to communicate technical information in layperson terms.
- Knowledge of English usage, spelling, vocabulary, grammar, and punctuation.
- Ability to read, analyze, interpret, record, and present data accurately.
- Ability to organize, prioritize, and follow up on work assignments.
- Ability to work independently and as part of a team
- Knowledge of standard office procedures, practices, and the operation of modern office equipment, including a computer and applicable software.
- Knowledge of basic budgeting skills, ensuring that division has resources required to meet goals.
- Knowledge of Federal, State, and regional air quality regulations.
- Knowledge of underlying principles of the construction, maintenance, and use of scientific instruments.
- Knowledge of principles of chemistry, electronics, and physics.
- Ability to direct, coordinate, supervise, train, and evaluate the work of division staff.
- Ability to assess monitoring requirements.
- Ability to read plans, blueprints, and electrical wiring diagrams.
- Ability to analyze electronic and instrument problems and implement solutions.
- Ability to prepare comprehensive technical reports.

Supervision given/supervision received

- Supervised by the Air Pollution Control Officer.
- Provides supervision to Air Monitoring Division staff.

Work environment

This job is a combination of field work and desk work. Field work involves active physical work (bending, stooping, squatting, twisting, reaching, working on irregular



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surfaces) but not prolonged heavy exertion. Work also involves lifting, pushing, or pulling of objects up to 20 lbs. on a frequent basis and up to 60 lbs. on an occasional basis. Work also involves climbing ladders and working in high places; job requires travel by car, truck, or off-road vehicle. Indoor environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Outside field work involves exposure to extreme weather (hot, cold, wind) and dust. Computers, tablets, cellular phones are used daily.

Physical demands

Physical Activities	Frequency (N) Never (I) Infrequently (O) Occasionally (F) Frequently or (C)Constantly
Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.	O
Moving self in different positions to accomplish tasks in various environments.	O
Remaining in a stationary position, often standing or sitting for prolonged periods.	F
Moving about to accomplish tasks or moving from one worksite to another.	O
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	C
Operating machinery and/or power tools.	O
Operating motor vehicles.	O
Assessing the accuracy, neatness and thoroughness of the work assigned.	C
Environmental Conditions	Check all that apply
Low temperatures.	√
High temperatures.	√
Outdoor elements such as precipitation and wind.	√
Noisy environments.	
No adverse environmental conditions expected.	
Physical Demands	Frequency (N) Never (I) Infrequently (O) Occasionally (F) Frequently or (C)Constantly
Sedentary work that primarily involves sitting/standing.	F
Light work that includes moving objects up to 20 pounds.	F
Medium work that includes moving objects up to 50 pounds.	O
Heavy work that includes moving objects up to 100 pounds or more.	I



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Travel required

Requires occasional travel within the District and to meetings or trainings.

Preferred education and experience

Graduation from college with a Bachelor's degree in chemistry, physics, an environmental science, an atmospheric science, engineering or a related field and four years of experience in the field of air pollution with two years of supervisory or lead experience, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Possession of an advanced degree in chemistry, physics, environmental science, or atmospheric science engineering is highly desirable. Experience in monitoring geothermal power plant and mining operations is desirable.

Additional requirements

- Must have (or obtain within 90 days of start) California Driver's License Class C or higher.
- Must have (or obtain within 1 year of start) medical certification for respirator use.

Affirmative Action/EEO statement

It is the policy of Great Basin Unified Air Pollution Control District to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and is not restrictive as to required duties. Other duties, responsibilities, and activities may change or be required at any time with or without notice.