

**MENDOCINO COUNTY AIR QUALITY MANAGEMENT DISTRICT  
CLASS SPECIFICATION**

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**CLASS TITLE:** AIR QUALITY TECHNICIAN  
**DEPARTMENT:** AIR QUALITY MANAGEMENT DISTRICT  
**REPORTS TO:** AIR QUALITY DIRECTOR

**CLASS CODE:** 88836  
**FLSA STATUS:** N  
**DATE:** 10/04

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**JOB SUMMARY:**

Under general supervision performs technical work associated with studies, investigations, and analysis related to the implementation of a variety of air pollution control programs which include: develops and prepares various reports by researching and gathering information and/or statistics; conducts on-site inspections of manufacturing, industrial, commercial and agricultural stationary and portable source operations; assesses compliance with district rules; writes citations; responds to citizen complaints to protect the air quality standards; enforces District, State and Federal regulations. May perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Air Quality Technician is a journey level position where incumbents perform a variety of moderately difficult technical duties within a defined program that requires significant latitude in exercising independent judgment. This class is distinguished from the Specialist classifications in that the Specialist classification requires the application of a greater degree of theoretical knowledge and analytical skill.

**SUPERVISION EXERCISED:**

No supervision is exercised. This position may provide training to other staff.

**ESSENTIAL JOB FUNCTIONS:** *(This class specification may not include all the duties listed, nor do the examples cover all the duties that may be performed.)*

Conducts compliance inspections and testing of various industrial and commercial facilities to include: checking permits; checking for leaks; making sure equipment is in good working order; issuing Notices of Violation or Notices to Comply as appropriate; and scheduling and conducting follow up inspections.

Conducts inspections related to illegal burning, to include: driving to the site and taking pictures; initiating case; conducting interviews; gathering evidence; completing report; and presenting to the District Attorney or issuing a Notice of Violation.

Performs and documents visible emissions evaluations and conducts inspections of auto body shops, dry cleaning operations, and other businesses such as aggregate and Hot mix batch plants as needed.

Backs up the burn program by issuing agricultural burn permits.

Maintains and calibrates basic test equipment such as: Blockage Tester, Pressure Decay Tester, and Pressure Integrity Tester.

Performs calculations utilizing formulas to assist in problem solving.

Assist senior staff in reviewing emission inventory plans.

Performs special investigations regarding complaints submitted by the public.

Assists in source testing and toxic inventory programs by collecting and analyzing data and preparing reports.

Responds to industry and public inquiries regarding District rules, regulations, and procedures.

Conducts chemical and plume evaluation tests and records findings.

Uses monitoring equipment and instrumentation to measure and evaluate various emissions and particulates.

May act as backup receptionist; answers telephones, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies and processes routine and non-routine matters independently.

Enters and retrieves a variety of information from a computer terminal.

Coordinates prescribed burns and exemption burns by getting information from the Air Resources Board and Meteorology Department and forwarding to requesting party.

Reports administrative and/or operational problems to supervisor.

Maintains a variety of logs that track progress of activities.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Digital Camera	Blockage kit	Pressure Decay kit	Gas Detector	Pressure Integrity Tester
Personal Computer and/or Terminal		General Office Equipment		Misc. Hand Tools

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Completion of college level courses in English composition (1 semester), physics (1 semester), chemistry (2 semesters), and algebra (2 semesters), (Experience in an Air Quality organization may be substituted for education on a year for year [30 semester or 45 quarter units] basis.); and,

Two years of experience performing technical field duties and inspecting facilities for air quality violations; or equivalent experiences in an environmental capacity; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Basic Inspectors Academy (within 12 months of hire)

ARB Fundamentals of Enforcement Certification (within 12 months of hire)

California driver's license and meet insurability requirements of the Air Quality District.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Theories and principals of air pollution control.

Air pollution control analysis techniques and control methodologies.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Applicable state, federal and local ordinances, laws, rules and regulations.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

**Skill in:**

Using a word processor or computer to rapidly enter and retrieve data and information and create spreadsheets.

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

**Mental and Physical Abilities:**

Ability to obtain a valid California Visible Emissions Evaluation Certificate and other required licenses and certifications.

Ability to read and interpret documents such as regulations, safety rules, operation and maintenance instructions, and procedure manuals.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to apply basic algebra and math such as add, subtract, multiply and divide whole numbers, common fractions and decimals and manipulate equations.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to work in small enclosed spaces and/or from ladders or scaffolding in high places.

While performing the essential functions of this job, the incumbent is regularly required to stand and walk, use hands to finger, handle, or feel objects, to reach with hands and arms, speak and hear, lift and/or move up to 50 pounds and maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

**Working Conditions:**

While performing the essential functions of this position the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions,

The incumbent's working conditions are typically moderate, but may be loud at times and at some locations.

responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

8-19-04