



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
invites applications for the position of:
Air Quality Instrument Specialist I/II**

An Equal Opportunity Employer

SALARY:

Hourly	Biweekly	Monthly	Annually
\$36.20 - \$48.51	\$2,895.66 - \$3,880.46	\$6,273.93 - \$8,407.67	\$75,287.19 - \$100,892.04

OPENING DATE: 10/09/19

CLOSING DATE: 10/30/19 05:00 PM

DESCRIPTION:

The Bay Area Air Quality Management District (Air District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices.

The Air District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The Air District is currently accepting applications for the position of **Air Quality Instrument Specialist I/II** in the Meteorology and Measurements Division. **This is an open recruitment for three (3) full-time, represented position, based at air monitoring field sites.**

This Meteorology and Measurement Division monitors and analyzes air quality throughout the Bay Area, including monitoring operations at industrial facilities. The Meteorology and Measurement Division also forecasts regional and local air quality daily from monitoring stations and meteorological measurements.

DEFINITION

Under general supervision, the Air Quality Instrument Specialist I/II installs, operates, maintains, calibrates and repairs a variety of electronic, optical, pneumatic, analytical, and meteorological instruments, PC-based interfaces, and electrical and mechanical control and support equipment used in air monitoring or meteorological data collection work; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Air Quality Instrument Specialist I is the entry level in this technical classification. It is designed to allow an experienced technician to learn the equipment and procedures used in air quality monitoring, quality assessment, source test engineering and meteorological data collection work. This class is alternately staffed with Air Quality Instrument Specialist II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Air Quality Instrument Specialist II is the journey level in this technical series, fully proficient to perform a wide range of office and field duties in air quality work. Responsibilities of this class include specialized duties requiring theoretical and practical technical knowledge and skills.

EXAMPLES OF DUTIES FOR THIS POSITION:

(Illustrative Only)

Installs, operates, maintains, calibrates, and repairs air-monitoring and meteorological equipment and instrumentation. Evaluates instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts.

Operates field computers, computer hardware/software, databases, telecommunications and data devices in stand-alone and networked data acquisition systems.

Prepares and collects various samples of ambient air pollutants at air monitoring sites.

Reviews, summarizes and records data collected electronically or manually, and ensures accuracy, completeness, validity and compliance with regulatory guidelines.

Maintains detailed technical records, SOPs and logbooks, and prepares periodic and special reports.

Conducts quality control functions on air monitoring equipment and ensures accurate calibration in conformance with District, state and federal standards.

Assists with community air monitoring and special projects as directed.

Conducts mobile or portable, source-oriented monitoring.

Fabricates, assembles, maintains and modifies equipment and infrastructure for specialized projects and studies.

Recommends new or alternate equipment and procedures.

MINIMUM QUALIFICATIONS:

Education and Experience:

A typical way to obtain the knowledge and skills is:

Air Quality Instrument Specialist I: Equivalent to an Associate degree from an accredited college with major coursework in electronics, chemistry, engineering, physics, meteorology or a closely related field; **and** one year of experience in installing, operating and maintaining a variety of mechanical and electronic scientific measuring instruments; OR any combination of training and experience that provides the desired knowledge and abilities.

Air Quality Instrument Specialist II: In addition to the above, two years of experience in installing, operating and maintaining a variety of specialized air monitoring and quality assessment instruments, source test engineering equipment or meteorological equipment.

Other Requirements:

Must possess a valid California driver's license and be capable to safely operate a vehicle.

Position *may* require reporting flexibility and assigned locations can change based on District need.

Position may require the physical strength and agility to climb ladders and meteorological towers while carrying equipment and tools, as well as move cylinders of compressed gas weighing up to 120 pounds with assistance.

HOW TO APPLY & SELECTION CRITERIA:

How to Apply:

Interested individuals must submit a completed Air District application, chronological resume, and responses to the supplemental questionnaire by **5:00 p.m. on Wednesday, October 30, 2019**. Applications are accepted online; please visit our website at www.baaqmd.gov/jobs to apply.

Resumes must be attached to the application, and will not be accepted in lieu of the required application materials. Postmarks, faxes, and e-mailed applications will not be accepted.

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned.

Supplemental Questions Instructions:

Individuals who apply for this position must respond to each of the required supplemental questions. Applications must be received by the Human Resources Office no later than the time

and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

Please limit your responses to no more than one page per question. Do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. This information will be evaluated as is and may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. It is very important to provide a concise, clear, legible, complete response to each question.

You must provide the following for each question regarding experience: The name of the employer where you gained your experience, your job title, length of time in years/months performing the specific function, and detailed examples that illustrate your duties and responsibilities.

Selection Criteria:

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.baaqmd.gov>

Job #RS19-10/09
AIR QUALITY INSTRUMENT SPECIALIST I/II
RS

OUR OFFICE IS LOCATED AT:
375 Beale Street Suite 600
San Francisco, CA 94105
415-749-4980
415-749-4980
employment@baaqmd.gov

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Air Quality Instrument Specialist I/II Supplemental Questionnaire

- * 1. Define how both your education and work experiences have prepared you for this position. Compare your qualifications to the responsibilities outlined in the 'Examples of Duties' summarized in this announcement.
- * 2. Describe your experience installing, operating, and maintaining scientific instrumentation. Specify the type of equipment and the exact tasks you performed. Include where you gained this experience, your title(s), and the duration of the experience. Also, provide examples that show your process of troubleshooting issues with instrumentation.
- * 3. Provide a brief summary of your experience reviewing and synthesizing analytical data collected from air quality (or other environmental) instrumentation to ensure data validity and instrument performance. Include the purpose of the data and its criteria for its validation. In addition, state where you gained the experience, your title(s), and the duration of this experience.
- * Required Question