



AUGUST 2018
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 4644/4645

AIR QUALITY TECHNICIAN I/II

DEFINITION

Under immediate or general supervision, performs a variety of administrative and financial clerical duties and technical program support duties specific to the operation of the Air Quality Management District (AQMD), which includes providing information to the public over the counter, by telephone and email, receiving and routing correspondence, calculating fees, receipting payments, and maintaining the filing and database systems; receives and reviews basic applications (dust plans, burns permits, etc.) for AQMD programs; performs technical duties to support the Naturally Occurring Asbestos (NOA) and Hotspots Analysis and Reporting Program (HARP); and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the Air Quality Administrative Analyst or Air Pollution Control Officer. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Air Quality Technician I: This is the entry-level classification in the Air Quality Technician classification series. Initially under close supervision, incumbents learn and perform the more routine clerical and technical duties in support of various administrative and programmatic AQMD functions. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Air Quality Technician II: This is the fully qualified journey-level classification in the Air Quality Technician classification series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Air Quality Specialist I/II in that the latter performs specialized duties such as, compliance inspections, investigations, and evaluations of existing and potential sources of regulated air contaminants.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs a variety of administrative and program support duties including preparing and filing records and reports; providing front-counter customer service over the phone and in person; receiving and scanning documents; providing information about air quality issues; providing compliance information regarding grant incentives, burning, construction dust, portable equipment, stationary, and source permits; and processing payments.
- Receives, reviews, and approves basic applications such as burn permits, fugitive dust plans, and resident grant incentive applications; receives and routes for professional review and approval advanced AQMD applications such as Authority to Construct, smoke management plans, large development and NOA dust plans, and grant project applications and reports.

- Calculates fees, receives and processes payments, prepares monthly billing, and reviews delinquencies; calculates cubic yardage, acreage, and linear distance from grading and site plans; utilizes map programs.
- Assists Air Quality Analyst with payroll, receiving and processing payments, procurement processing, revenue deposits, and other basic administrative tasks.
- Reviews, determines the status, and signs off of on building permits for compliant projects in Trakit system.
- Receives complaints from the public, processes, assigns, and refers professional staff as needed.
- Maintains database of complaints, service requests, accounts, and stationary and portable sources in accordance with the record retention policy.
- Receives and inputs Air Quality Specialists' written inspection observations into database.
- Follows up with source operators after inspections to obtain any required run time, throughput, and compliance test data and then enters data into source files and emissions inventory database.
- Inputs and processes Notice to Comply and Notice of Violation citations issued by Air Quality Specialists.
- Inputs complaints into database and provides Air Quality Specialists with pertinent information.
- Reviews, processes, and gathers data and information for Freedom of Information Act requests.
- Maps parcels for naturally occurring asbestos, dust plans, complaints, source emissions, and controlled burn projects.
- Assists engineers in maintaining the HARP database, mapping sources, and emissions dispersion.
- Assists with the development of District operations policies and procedures.
- Utilizes various databases to compile specific data, create reports, and perform statistical analysis.
- Reviews, corrects, and creates maps, map layers, charts, tables, displays, presentations, brochures, drawings, and reports using GIS, cartographic techniques, source data, and field observations.
- Serves as the AQMD Safety Coordinator by sharing procedures, forwarding training assignments, and conducting ergonomic evaluations.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Methods of preparing and processing various records, reports, forms, and other documents particular to assigned department or program.
- Recordkeeping, report preparation, and filing systems and methods.
- Financial recordkeeping and budget preparation.
- Basic principles, practices, and terminology of cartography.
- Basic business arithmetic, including the calculation of areas and fees, and basic financial and statistical techniques.
- Industrial air pollution control processes and related mechanical, electrical, and chemical systems.
- Types and characteristics of air contaminants.
- Applicable federal, state, and local air quality laws, rules, and regulations, including administrative and department policies and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft, Envision, Trakit, Fenix and GIS software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform administrative statistical and functional work involving the use of considerable independent judgment.
- Gather and compile department/division-specific information from a variety of sources.
- Prepare, review, and present reports, recommendations, and other correspondence and communications in a clear and concise manner.
- Understand and follow complex oral and written instructions.
- Organize and maintain accurate files and records.
- Utilize GIS software programming functions, tools, and utilities to produce maps, tables, and reports.
- Manipulate tabular and spatial data.
- Prepare clear, concise, and accurate reports, correspondence, and other written material.
- Evaluate complex circumstances, identify alternate solutions, and make and implement recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, grant program requirements, procedures, and standards relevant to the assigned area of responsibility.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Air Quality Technician I:

Equivalent to graduation from high school, supplemented by 24 semester units of college-level coursework in in the physical sciences, life sciences, computer science, mathematics, business, or a closely related field;

AND

Two (2) years of administrative support experience which involved technical data entry and report writing, or in technical, financial or administrative support work.

Air Quality Technician II:

Equivalent to graduation from high school, supplemented by 24 semester units of college-level coursework in in the physical sciences, life sciences, computer science, mathematics, business, or a closely related field;

AND

Two (2) years of experience in the administrative and technical processing of financial administrative processes and assisting with air quality enforcement programs equivalent to the County's class of Air Quality Technician I.

Experience using geographic information systems is desirable.

Licenses and Certifications:

Air Quality Technician I and II:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is sedentary office classification; standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions.