



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
invites applications for the position of:
SENIOR AIR QUALITY INSTRUMENT
SPECIALIST

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$39.56 - \$48.08	\$3,164.62 - \$3,846.61	\$6,856.67 - \$8,334.33	\$82,280.04 - \$100,011.90

OPENING DATE: 02/14/17

CLOSING DATE: 03/10/17 05:00 PM

DESCRIPTION:

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

The 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 District is currently conducting an open recruitment for the position of Senior Air Quality Instrument Specialist in the Meteorology, Measurement, and Rules Division. There is one **(1)** full-time, represented position.

Under direction, the position provides lead technical direction and performs the more complex technical air monitoring, quality control, quality assessment and source testing work; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION:

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

Reviews, evaluates, summarizes and records data collected electronically or manually from scientific/analytical instrumentation in compliance with District, state and federal standards.

Performs testing of new and repaired scientific/analytical instrumentation; Installs, troubleshoots, and repairs instrumentation; Coordinates and tracks repairs and certifications of equipment and instrumentation with vendors.

Conducts and tracks quality control procedures on air monitoring equipment using gaseous and other calibrated standards.

Evaluates performance of analytical instrumentation to ensure compliance with District, state and federal standards.

Adapts and modifies instrumentation and equipment for special sampling tests.

Develops and implements operational, analytical and technical methods and standard operating procedures.

Performs complex duties involving installation, operation, maintenance, calibration and repair of air monitoring equipment and instrumentation including that used in air monitoring, meteorology, and quality control.

Conducts special studies and projects; conducts, assists or monitors special community air monitoring projects, inter-agency audits and other special projects as directed.

Develops and recommends improved sampling techniques and modifications to equipment; tests modifications to equipment.

Oversees data evaluation.

Maintains detailed technical records and logbooks.

Prepares periodic and special reports; prepares comprehensive reports utilizing various computer programs.

Provides lead direction, training and technical work review to technical and support staff; prioritizes and follows up on work assignments to ensure timely completion.

Provides input into selection decisions and performance evaluations, and provides general comprehensive training of new Air Quality Instrument Specialists.

Coordinates the purchasing, replenishment and inventory tracking of all spare components, supplies and consumables.

MINIMUM QUALIFICATIONS:

Education and Experience:

A typical way to obtain the knowledge, skills and abilities required for this position is:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in electronics, chemistry, engineering, physics, meteorology or a closely related field and three years of experience as described below; OR an Associate Degree or equivalent from an accredited college in electronics, chemistry, engineering, physics, meteorology or a closely related field and five years of experience installing, operating, and maintaining a variety of scientific instrumentation, including that used in air monitoring and meteorology, as well as computers and data acquisition systems; OR any combination of training and experience that provides the desired knowledge and abilities.

HOW TO APPLY & SELECTION CRITERIA:

HOW TO APPLY:

Interested individuals must submit a completed BAAQMD application, the answers to the supplemental questions and chronological resume no later than **5:00 p.m. on Friday, March 10, 2017.** Applications are also accepted online. Please visit our website at www.baaqmd.gov/jobs to apply or to download an application. Resumes must be included, and **not** 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. Applicants submitting paper applications must also complete an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

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.

Updates regarding your status in the recruitment will be sent via email, unless you indicate a different preference on your application.

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.

The District is an Equal Opportunity Employer.

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

Job #TL-01-2017
SENIOR AIR QUALITY INSTRUMENT SPECIALIST
TL

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

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SENIOR AIR QUALITY INSTRUMENT SPECIALIST Supplemental Questionnaire

- * 1. Restate your earned degrees and then, based on the 'Examples of Duties for this Position' outlined in this announcement, please describe how both your education and work experiences have prepared you for this position.

- * 2. Please describe your experience ensuring the validity of air quality data. Include the purpose of the data and what were the criteria for validity.

- * 3. Please describe your experience with air monitoring and meteorological instrumentation, pointing out your direct experience with installation, operation, maintenance, and quality control.

- * 4. Please describe your experience with computers, networking, databases, and data acquisition systems.

- * Required Question