



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Bay Area Air Quality Management District Air Quality Technician I/II

SALARY	\$37.27 - \$49.95 Hourly \$2,981.88 - \$3,996.01 Biweekly \$6,460.75 - \$8,658.02 Monthly \$77,528.97 - \$103,896.23 Annually	LOCATION	CA, CA
JOB TYPE	Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	ET23.9.13	DEPARTMENT	Engineering
OPENING DATE	09/13/2023	CLOSING DATE	9/27/2023 5:00 PM Pacific

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 Air 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 Technician I/II in the Engineering Division. This is an open recruitment for up to two (2) vacancies which are full-time, represented positions.

About the Position

The Engineering Division administers the permitting program for equipment and operations that emit air pollutants in the Air District's jurisdiction and provides technical support to internal and external entities with issues related to permitting and permitted facilities.

Persons in this position will perform a variety of duties in the areas of permitting. Duties include but are not limited to processing routine permit applications, handling permit renewal tasks, records management, data validation & entry, generating reports, and customer service.

Examples of Duties for this Position

Receives, logs, reviews, processes, evaluates air quality program surveys, reports, and applications in accordance with established procedures and in compliance with regulations.

Receives, logs, reviews, evaluates data with established procedures and in compliance with regulations.

Responds orally and in writing to procedural, regulatory and some limited technical questions and requests regarding specific programs, technical data, or air quality programs to Air District staff, industry, the public and other agencies.

Reviews and verifies data entry for specified programs, activities or air quality programs; corrects or provides for the correction of errors to assure the quality and validity of data entered into and extracted from databases.

Composes correspondence independently; establishes and maintains detailed records and files; researches and compiles information from office files and other sources.

Compiles data and prepares periodic and special reports.

Receives, logs and answers telephone calls and visitors with questions about specific programs or air quality programs.

Uses standard statistical methods and established computer programs to prepare summary statistics and special reports, including graphic presentations.

Prepares periodic and special summaries of data for distribution within and outside the Air District and participates and provides support for special projects, reports and other activities.

Coordinate, monitor and follow up on the processing of rules being adopted or amended.

Schedule, attend, and take notes at public workshops.

Performs emergency notification acquisition for specific functions.

Develops and maintains a master database of names and addresses for mailing lists.

May review technical reports.

May negotiate limited reduction of set penalties following specific guidelines of settlement with industry and public violators.

Minimum Qualifications

Education and Experience:

A typical way to obtain the knowledge and skills is:

[Air Quality Technician I](#): Equivalent to an associate degree in planning, environmental science, transportation, meteorology, computer science, mathematics or closely related field, and one year of experience in office, program or administrative support experience which involved technical data entry and report writing, or in technical and administrative support work

to research activities.

Air Quality Technician II: In addition to the above, two years of experience in the administrative and technical processing of air quality programs or data collection.

How to Apply & Selection Criteria

Interested individuals must submit a completed BAAQMD application, chronological resume, and responses to the supplemental questions **no later than 5:00 p.m. on Wednesday, September 27, 2023**. Applications are accepted online only. **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.

Supplemental Questions Instructions

Individuals who apply for this position must respond to each of the supplemental questions. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria in the vacancy announcement. Your responses should be as detailed as possible.

Instructions:

- Please limit your responses to 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.
- For each question regarding experience, you must provide: 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.

Please be advised that the information you provide will be evaluated "as is" and incomplete applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

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 Air 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 Air District is an Equal Opportunity Employer.

<https://www.youtube.com/embed/blwt9DmcYNk??&wmode=opaque&rel=0&wmode=opaque&rel=0>

Agency

Bay Area Air Quality Management District

Address

375 Beale Street Suite 600

San Francisco, California, 94105

Phone

415-749-4980

Website

<http://www.baaqmd.gov>

Air Quality Technician I/II Supplemental Questionnaire

***QUESTION 1**

Please describe your education that qualifies you for this position. Include your area of study and any degrees or certificates received. If you did not receive a degree, provide the total number of semester units you achieved. Also note any additional coursework or formal training applicable to this position.

***QUESTION 2**

Please describe your work experience that qualifies you for this position with emphasis on the 'Example of Duties for This Position' highlighted in bold above.

***QUESTION 3**

The Air District tracks and analyzes various data from regulated industries. Please describe your experience with entering, querying, analyzing, organizing, maintaining, and presenting data. Include in your answer, your proficiency with using tools such as spreadsheets (e.g., Microsoft Excel), database programs or graphics programs.

***QUESTION 4**

Please describe your knowledge of and/or experience with oral and written communication to outside customers (e.g., industry, community groups, the public, other agencies). Include in your answer any principles of providing good customer service that you use.

* Required Question