



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Bay Area Air Quality Management District Air Quality Specialist I/II

<b>SALARY</b>	\$45.31 - \$60.71 Hourly \$3,624.50 - \$4,857.17 Biweekly \$7,853.08 - \$10,523.88 Monthly \$94,236.95 - \$126,286.52 Annually	<b>LOCATION</b>	CA, CA
<b>JOB TYPE</b>	Full Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	ET10.17.23	<b>DEPARTMENT</b>	Meteorology and Measurement
<b>DIVISION</b>	Source Test & Performance Evaluation	<b>OPENING DATE</b>	10/17/2023
<b>CLOSING DATE</b>	11/10/2023 5:00 PM Pacific		

### 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 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 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 conducting an open recruitment for the position of Air Quality Specialist I/II. This is an open recruitment for **one (1) full-time, represented position, in the Meteorology & Measurement Division. This is primarily a field position and is based in Richmond, California.**

### About the Position

This position is in the Source Test Section, of the Meteorology & Measurement Division. The Source Test Section performs source emission tests at regulated facilities for compliance determination, emission factor development, and information gathering. Facilities that are commonly tested include petroleum refineries, manufacturing facilities, wastewater treatment plants, landfills, and gasoline dispensing facilities. The section also provides program oversight for facility continuous emission monitoring systems, facility contracted source testing, refinery fence-line monitoring, and special testing projects. This role will be tasked with field, shop, and office source test program duties, including, but not limited to, equipment

preparation/maintenance, calibration, field testing, data reduction, and report preparation.

## DEFINITION

Under direction, performs a variety of professional level technical and administrative duties in the areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; performs related work as assigned.

## DISTINGUISHING CHARACTERISTICS

Air Quality Specialist I is the journey-level class in the Air Quality Specialist series. Incumbents are fully proficient to perform the full range of activities, with assignments of moderate difficulty. This class is alternately staffed with Air Quality Specialist II and incumbents may advance to the higher-level classification after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class. Air Quality Specialist II is the advanced journey-level class of this series. Incumbents are expected to exercise more independent judgment, initiative and decision making, and are responsible for assignments requiring a higher degree of working knowledge, ability and initiative with minimal day-to-day supervision. Incumbents may provide training and technical guidance to staff.

This class is distinguished from Senior Air Quality Specialist in that the latter provides lead direction and is responsible for more complex work.

## Examples of Duties for this Position

(Illustrative Only)

General duties:

### **Maintains detailed technical records, standard operating procedures, and logbooks to comply with regulatory guidelines.**

Develops new and revises existing various air quality programs, rules, regulations, policies, and procedures to achieve air pollutant and greenhouse gas emissions reductions, and reduce the public exposure to air pollutants; researches technical feasibility and new control proposals for new or revised rules.

Develops plans and documentation for the measurement, quality control and quality assurance, and analysis of emissions and air quality data.

Extracts, analyzes and ensures the quality of data including but not limited to devices/operations that emit air pollution, emissions, greenhouse gas, facilities, and meteorological data; prepares graphs, charts, statistical summaries, and reports from data; and may assist in more complex studies.

Reviews and develops recommendations concerning air quality and greenhouse gas reports, programs, plans, legislation and regulations and prepares related reports and correspondence.

Administers air quality programs including reviewing plans and recommending resolution of problem situations.

May calculate emissions reductions and assess emissions inventories, conduct economic impacts analyses, and perform other technical work.

Confers with industry representatives, Air District staff, the public and other agencies to obtain and disseminate technical and operational information.

Drafts, reviews and analyzes air quality and greenhouse gas reports and other documents; conducts inquiries, compiles and researches information.

Reviews and summarizes data, prepares special and periodic reports and monitors effectiveness of Air District programs. Researches and studies air quality and climate issues.

Drafts, implements, recommends and revises forms, webpages, and other program tools.

Maintains data and data systems supporting Air District programs.

Responds to oral and written requests for technical, operational and administrative information about air quality programs; explains and interprets technical policies, rules and regulations.

Prepares and coordinates technical and safety program training for Air District staff; develops and coordinates training aids and materials; may conduct staff training; monitors training needs for staff.

Interacts and represents the Air District with industry, attorneys, the public and other agencies.

Organizes and participates in workshops and meetings, and provide consultation and advice to individuals and businesses in matters related to area of expertise.

Prepares technical reports and policy documents and gives presentations on Air District projects, including Air District staff, executives, board members, and community groups and other external stakeholders; briefs executives and board members.

Administers the records management program. Performs other related duties as assigned.

### **Representative Duties**

Some positions in this classification may be assigned to one or several program areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

### **Meteorology & Measurement**

**Evaluates instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts, components and assemblies.**

**Conducts quality assessment (quality assurance and/or quality control) functions on ambient air monitoring, ground level monitoring, and source-testing equipment and ensures accurate calibration in conformance with Air District, state and federal standards.**

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

**Reviews, evaluates, summarizes and records data collected electronically or manually from scientific/analytical instrumentation, and ensures accuracy, completeness, validity, and compliance with Air District, state, and federal standards.**

Conducts instrument performance evaluations.

Operates field computers, computer hardware/software, databases, telecommunications, and data devices in stand-alone and networked data acquisition systems and troubleshoots these systems when errors or malfunctions occur.

Prepares, collects, and processes data, samples, reagents and filters.

Conducts mobile, portable or stationary source-oriented monitoring. Prepares and collects various samples of ambient and source air pollutants at air monitoring and stationary sites.

Provides fabrication support for development and construction of monitoring platforms.

Ensures that data systems meet the needs of the Air District in compliance with local, state, and federal regulations for the storage, processing, and transmittal of regulatory data.

## **Minimum Qualifications**

### **Education & Experience:**

A typical way to obtain the knowledge and skills is:

#### **Education:**

Equivalent to a Bachelor's degree from a four-year college or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

AND

#### **Experience:**

Air Quality Specialist I: Two (2) years of experience performing duties equivalent to the Air District's Assistant Air Quality Specialist II, including performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment; or developing and administering air quality programs.

Air Quality Specialist II: Four (4) years of experience performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment, or developing and administering air quality programs, of which at least two (2) years included performing work equivalent to the Air District's Air Quality Specialist I.

Substitution: Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

### **Other Requirements**

Specified positions must possess a valid California driver's license.

Some positions may require a California Air Resources Board Visible Emissions Evaluation Certification obtained within 6

months of employment.

Some positions may require the physical ability to work near and in the presence of hazardous and toxic materials, climb high structures to evaluate processes in operation, lift heavy safety and test equipment, and to use self-contained breathing apparatus

## How to Apply & Selection Criteria

### How to Apply:

Interested individuals must submit a completed BAAQMD application and chronological resume no later than **5:00 p.m. on Friday, November 10, 2023**. Applications are accepted online only. Please visit our website at [www.baaqmd.gov/jobs](http://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.

### 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>

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### 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 Specialist I/II Supplemental Questionnaire

### \*QUESTION 1

Please describe your experience/education related to environmental sampling. If applicable, please include specific experience related to source emission testing, gasoline dispensing facility testing, air pollution instrumentation, air pollution emission calculations, and air pollution control system performance.

**\*QUESTION 2**

Please describe your knowledge of industrial processes, including environmental and air pollution impacts associated with those processes.

**\*QUESTION 3**

Please describe your experience working in both interdisciplinary and non-interdisciplinary teams. Include information on the other participants, your role on the team, and the major contributions that you made.

**\*QUESTION 4**

Please provide an example where you have successfully addressed a complex problem/issue, particularly any relating to environmental sampling or measurement. Describe your role, the contributions you made, and the challenges you encountered.

\* Required Question