



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
invites applications for the position of:  
AIR QUALITY INSTRUMENT SPECIALIST I/II**

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$32.54 - \$43.61	\$2,603.54 - \$3,488.99	\$5,641.00 - \$7,559.48	\$67,691.99 - \$90,713.74

**OPENING DATE:** 05/18/17

**CLOSING DATE:** 06/02/17 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 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 recruiting for the position of Air Quality Instrument Specialist I/II in the Meteorology, Measurement and Rules Division. There are two (2) vacancies. These are regular, full-time, represented positions based at an Air Monitoring field site.

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

**EXAMPLES OF DUTIES FOR THIS POSITION:**

**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 networked systems, 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 mobile, source-oriented monitoring.

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

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

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 environmental science, chemistry, physics, meteorology, electronics, computer science 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.

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 official BAAQMD application along with a chronological resume and the answers to the Supplemental Questionnaire by **5 p.m. on Friday, June 2, 2017**. Applications are accepted online. Please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply or to download an application. Resumes are required, but not in lieu of the required application materials. Postmarks, faxes, and E-mailed applications will not be accepted.

**Supplemental Questions Instructions**

Individuals who apply for this position must respond to each of the required supplemental questions. Paper or online 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 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.

### **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.

The District is an Equal Opportunity Employer.

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

Job #TL-05-2017  
AIR QUALITY INSTRUMENT SPECIALIST I/II  
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OUR OFFICE IS LOCATED AT:  
375 Beale Street Suite 600  
San Francisco, CA 94105  
415-749-4980  
415-749-4980  
[employment@baaqmd.gov](mailto:employment@baaqmd.gov)

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### **AIR QUALITY INSTRUMENT SPECIALIST I/II 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. Describe your experience installing, operating, troubleshooting and maintaining mechanical and electronic scientific measuring equipment. Be specific about the type of equipment, the exact tasks you performed, and the duration of the experience.
- \* 3. Describe your experience working with computers, computer networking, databases, and data acquisition systems.
- \* 4. Describe your experience ensuring the validity of air quality (or other environmental) data. Include the purpose of the data and its criteria for validity.
- \* Required Question