

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

An Equal Opportunity Employer

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$44.79 - \$54.44	\$3,583.19 - \$4,355.39	\$7,763.58 - \$9,436.69	\$93,163.01 - \$113,240.22

**OPENING DATE:** 10/04/17

**CLOSING DATE:** 10/27/17 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 conducting an open recruitment for the position of Supervising Air Quality Instrument Specialist. There is one **(1) vacancy**, in the Meteorology and Measurements Division. This is a full-time, represented position.

**DEFINITION**

Under direction, supervises the staff and participates in the activities of assigned air monitoring programs; performs related work as assigned.

**EXAMPLES OF DUTIES FOR THIS POSITION:**

EXAMPLES OF DUTIES (Illustrative Only)

Assigns, supervises, reviews and evaluates the work of technical and support staff.

Participates in the selection of assigned staff and acts as a mentor providing for their training and development.

Reviews operational records, data and reports to ensure data validation, quality assurance and instrument performance and to ensure compliance with regulatory standards; detects, identifies and resolves irregularities.

Participates in developing and implementing data systems and operational, analytical and technical procedures and methods.

Coordinates specific programs, systems and activities such as the repair and maintenance

of equipment, monitoring site development and other special projects.

Develops and recommends improved sampling techniques and equipment modifications.

Participates in inter-agency audits and studies; ensures compliance with all applicable regulations.

Coordinates air monitoring projects and activities with other District staff.

Maintains records and prepares special and periodic reports.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to three years of experience operating, maintaining, calibrating and repairing air monitoring instrumentation.

A minimum of two years of direct supervisory or management experience is desired.

**HOW TO APPLY & SELECTION CRITERIA:**

How To Apply:

Interested individuals must submit a completed BAAQMD application, chronological resume, and responses to the supplemental questionnaire by **5:00 p.m. on Friday, October 27, 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 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.

Supplemental Questionnaire Instructions:

Individuals who apply for this position must respond to each of the supplemental questions. Both paper and online applications must be received by the Human Resources Office no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria in the vacancy announcement.

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

You must provide the following for each question regarding experience: 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.

**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. If a panel interview is utilized it will be weighted 100%, and it may include a work exercise that will be scored as a percentage of the total score.

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.

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

Job #AG002  
SUPERVISING AIR QUALITY INSTRUMENT SPECIALIST  
AG

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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### **SUPERVISING AIR QUALITY INSTRUMENT SPECIALIST Supplemental Questionnaire**

- \* 1. Describe your education and work experience that qualifies you for this position. List applicable coursework.
- \* 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 supervising or managing staff. Include the number of staff members under your direct supervision, and your exact supervisory duties performed.
- \* 4. Please explain your philosophy regarding the supervision of people and give an example of a time when you put that philosophy into practice.
- \* 5. Describe a long-term project that you have been involved with, what your role on the project was, whether the project was a success or failure, and what key elements contributed to its success or failure.
- \* Required Question