



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
invites applications for the position of:  
Principal Air Quality Instrument Specialist**

An Equal Opportunity Employer

**SALARY:**

Hourly	Biweekly	Monthly	Annually
\$46.64 - \$56.69	\$3,731.21 - \$4,535.31	\$8,084.30 - \$9,826.52	\$97,011.58 - \$117,918.18

**OPENING DATE:** 01/15/19**CLOSING DATE:** 02/14/19 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 currently accepting applications for the position of **Principal Air Quality Instrument Specialist** in the Air Monitoring section of the Meteorology & Measurements Division. **This is an open recruitment for two (2) full-time, represented positions.**

**Definition**

Under direction, performs the most complex and highly specialized level of technical work related to air monitoring, or other assigned programs, and may lead staff on a project basis or lead a project team; performs related work as assigned.

**Distinguishing Characteristics**

This class provides the most complex and specialized air monitoring, quality assessment or source test technical activities in support of the District's goals and objectives. Incumbents are responsible for providing project leadership and developing complex air monitoring, quality assessment or source test programs, technical research and documentation, and technical procedural development, documentation, and training. Incumbents are expected to be able to perform duties requiring considerable technical knowledge and the use of independent judgment. This class is distinguished from the Supervising Air Quality Instrument Specialist in that the latter supervises assigned staff on a continuing basis and conducts performance appraisals.

**EXAMPLES OF DUTIES FOR THIS POSITION:**

**Researches and analyzes new technology, procedures, and regulations relevant to air monitoring and makes recommendations to management regarding the implementation process.**

**Leads the procurement, testing, and implementation of new technology and develops operating procedures for new and existing technology.**

**Leads the development of special study designs by providing input on technical implementation details. Develops study specific procedures for field staff and provides training as needed.**

**Advises on testing, diagnosis, and repair of non-routine equipment problems. Works with instrument manufacturers to solve instrument problems caused by design, supply, or implementation issues.**

**Evaluates data to ensure that quality control standards are met, and quality control systems are functioning appropriately to ensure robust data is being produced.**

**Suggests changes to the quality system necessary to correct or prevent data quality issues.**

**Performs complex duties involving installation, operation, maintenance, calibration and repair of air monitoring and meteorological equipment and instrumentation.**

**Evaluates and makes recommendations to ensure that all programs are following applicable regulations in support of the District's goals and objectives.**

**Works with outside contractors to provide specialized air quality measurements.**

**Maintains detailed technical records and logbooks.**

Works with the data management team to ensure that data systems meet the needs of the District in compliance with local, state and federal regulations for the storage, processing, and transmittal of regulatory data.

Advises on the development, implementation, and evaluation of new air monitoring programs and makes recommendations to ensure that existing programs continue to comply with federal requirements.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience**

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

Possession of a Bachelor's Degree or equivalent from an accredited college or university with major coursework in electronics, chemistry, engineering, physics, meteorology or a closely related field **and** four years of experience installing, operating and maintaining a variety of mechanical and electronic scientific measuring instrumentation, including specialized air monitoring instrumentation; **OR**

Any combination of training and experience that provides the desired knowledge and abilities.

##### **Desirable Qualifications**

Direct experience with such technologies as semi-real-time gas chromatography (GC) and/or proton transfer reaction mass spectrometry (PTR-MS) is highly desirable.

Experience troubleshooting and working with meteorological and ambient air monitoring data, particularly in a remote setting, is desirable.

Experience working with mobile data is desirable.

##### **Other Requirements**

Must possess a valid California driver's license.

Some positions require the physical strength and agility to climb ladders or towers and smokestacks while carrying equipment and tools under adverse meteorological and air quality conditions, to work at heights of up to 150 feet, and to 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 BAAQMD application, chronological resume, and responses to the supplemental questionnaire by **5pm on Thursday, February 14, 2019**. Applications are accepted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply. Resumes must be attached to the application, and will not be accepted 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 required supplemental questions. 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.

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.

Please limit your responses to no more than 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.

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

Job #RS19-01/15  
PRINCIPAL AIR QUALITY INSTRUMENT SPECIALIST  
RS

OUR OFFICE IS LOCATED AT:  
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415-749-4980  
415-749-4980  
[employment@baaqmd.gov](mailto:employment@baaqmd.gov)

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## Principal Air Quality Instrument Specialist Supplemental Questionnaire

- \* 1. Using the responsibilities characterized in the "Examples of Duties for This Position" section of this recruitment, select the five you identify as most important. In a few sentences for each, state why it is important and how your work experience supports your ability to address the responsibility.
- \* 2. Describe an environmental monitoring project you were a part of. In your answer, clearly respond to each of the following questions: • What was the purpose of the project? • What were your responsibilities? • What instrumentation did you use and how was it selected? • How were data and instrument performance validated?
- \* 3. Making note of the types of experience listed in the "Desirable Qualifications" section of this recruitment, describe at least three different types of scientific instrumentation you've worked with. For each, please describe your role in the set-up, operation, maintenance, and repair of the instrument, as well highlighting any documentation you created regarding it and the length of experience.

\* 4. Why do you want to work in regulatory-based air monitoring?

\* Required Question