



POSITION ANNOUNCEMENT

AIR QUALITY INSTRUMENT TECHNICIAN

(Internal/External)

SALARY AND BENEFITS: \$4906 to \$5978 per month plus \$1131 Cafeteria Health Benefit Plan; SBCERA Retirement; Paid Vacation, Holidays, Sick Leave, Life Insurance, and Disability.

APPLICATION DEADLINE: Applications will be accepted until **5:00 P.M. on Monday 11/28/2016.**

The Mojave Desert Air Quality Management District is recruiting for an Air Quality Instrument Technician to operate, service and maintain instrumentation and equipment used in monitoring air contaminant concentrations and atmospheric conditions; perform a variety of electronic checks to determine instrumentation performance according to specifications established by the District, CARB, and/or EPA; record accurate information about equipment performance; perform quality assurance on data records and performs other work as required.

The District, headquartered in Victorville, provides air quality compliance, engineering, and monitoring for the Mojave Desert Air Basin.

Education and Experience:

Any combination equivalent to graduation from high school including and or supplemented by college-level courses in electronics, instrumentation or engineering technology and one year of experience in air quality (gaseous & particulate) instrument operation, maintenance and calibration that could likely provide the desired knowledge and abilities.

Examples of Essential Functions for this position:

Essential functions may include, but are not limited to, the following:

Must be able to perform all of the essential job functions satisfactorily. Operates, services and maintains air monitoring and meteorological instrumentation and equipment; follows approved Standard Operating Procedures (SOPs) for operation and maintenance; calibrates a variety of air monitoring and meteorological instruments according to authorized specifications to ensure validity of data; assists with the analysis and design of air monitoring equipment and systems; tests instruments and components to determine causes of fluctuations or irregularities in readings or results, instrument malfunctions, and failures; adjusts, replaces or repairs faulty components by using designated test equipment, tools, schematics, and instrument manuals; implements modifications to instruments and procedures to improve accuracy, dependability and serviceability as directed; records accurate and complete notes and reports on repairs, calibrations, instrument performance and modifications in instrument and station log books, maintenance sheets and other documents following approved Standard Operating Procedures (SOPs); monitors state and federal measurement requirements to ensure compliance with state and federal regulations; inspects station instrumentation, equipment, facilities and logs to ensure that station or mobile testing unit operations and procedures comply with District Standard Operating Procedures (SOPs); notifies supervisor immediately of abnormal instrumentation fluctuations and equipment failures in order to request repairs, calibrations, or backup instrumentation to avoid excessive loss of air monitoring data; assists in evaluating new instruments and equipment for quality, consistency with manufacturers' specifications and ability to meet District requirements; assists in preparing administrative or technical testimony for presentation before industry, District Hearing Board, District Governing Board, and/or representatives of governmental and environmental organizations, makes presentations to said groups; assist in developing written procedures to operate, service, repair, or calibrate air monitoring instrumentation; participates in the evaluation of technical data, reports and measurement systems according to quality assurance requirements; analyzes and reviews raw data to evaluate accuracy, inconsistencies and trends within the data over various periods of time; performs quality assurance/quality control for raw data input into the Environmental Protection Agency's Air Quality System (AQS); follows approved Standard Operating Procedures (SOPs) for the collection, collation and transmission of ambient air quality data including meteorological

data; participates in cross training in the techniques and procedures of operating, auditing, servicing, repairing, calibrating, and modifying instrumentation and equipment; understands, follows, and adheres to both oral and written directions; communicates effectively both orally and in writing; establishes and maintains professional and effective working relationships with those contacted in the course of the work; maintains positive working relationships with coworkers and management and interacts effectively and professionally under pressure; understands and works within the scope of authority; provides temporary relief as required; performs related duties as assigned.

THE EXAMINATION:

Applications will be competitively evaluated. Selected candidates may be invited to an oral examination and interview, and may be invited to additional structured written and practical tests.

Application Process: Applications will be accepted at the District's Administrative Services office located at 14306 Park Avenue, Victorville, CA 92392. Faxes and/or copies of the District's application form **are not** acceptable. A list of **three professional references** must also be submitted along with the application. A resume **will not** be accepted in place of a completed original Mojave Desert AQMD application form. A resume may not be attached as a substitute for completing any section of the application. All application materials **must be received** by the District not later than the day and time specified at the **APPLICATION DEADLINE**, which appears on this announcement.

Eligibility Lists: A list of qualified candidates will be established in descending order of score or rank resulting from the evaluation or examination process. Candidates' names may remain on an eligibility list for six months unless otherwise indicated. Eligibility lists may be extended under special circumstances.

Medical Examination: Conditional offers of employment are made with the understanding that candidates may be required to pass a medical examination. Failure to meet medical standards may result in termination or withdrawal of appointment if employed prior to completion of the District's medical examination.

Immigration Law: At the time of hire, District employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

Probationary Period: All regular District employees must satisfactorily complete a probationary period of six months. Upon promotion, employees must complete a new probationary period.

Note: The Deputy Director of Administration may specify the number of candidates to be qualified in the evaluation or examination or any part of any recruitment. The Deputy Director of Administration may amend, revise or terminate any part of this recruitment, or the entire recruitment, without further notice.

LICENSE: This position requires the possession of, or the ability to obtain, a valid California Class C Driver's License.

APPLY TO: Mojave Desert Air Quality Management District
Administrative Services
Attn: Ms. Jean Bracy
14306 Park Avenue
Victorville, CA 92392-2310

This position announcement is descriptive only and does not constitute an employment contract expressed or implied.