

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Air Quality Technician</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>CB11</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement & Inspection</u>

PRIMARY PURPOSE:

To receive training in and learn the procedures for professional laboratory work, on-site tests of air pollution sources and investigation of air quality problems of a technical nature.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

Air Monitoring Emphasis:

1. Assists in and learns the operation and maintenance of electronic pollutant sampling.
2. Utilizes a variety of laboratory equipment while assisting in performance tests and analysis.
3. Assists with appropriate quality assurance activities.
4. Analyzes collected data with proper statistical techniques.
5. Prepares technical reports and assists in the statistical analysis of data.

Enforcement Emphasis:

1. Assists with the review of plans and issues permits.
2. Assists with emissions inventories and the test sources for pollutant emissions.
3. Assists with and conducts industrial and commercial inspections.
4. Assists with and investigates citizen complaints.
5. Prepares and presents educational information concerning the various aspects of air pollution and its control.
6. Compiles data and maintains records and reports related to air quality control, as necessary.
7. Attends and assists with educational presentations concerning various aspects of air pollution.
8. Provides assistance to staff members.
9. Learns and maintains knowledge of air quality control methods, techniques and regulations.
10. Utilizes computer applications as necessary, including word processing and database.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, etc., for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Basic physical and/or natural science knowledge; mathematical and scientific calculations; statistical and data analysis. Knowledge of scientific principles and methods relating to air quality and control of air pollution preferred.

Abilities

Ability to learn scientific principles and methods relating to air quality testing, monitoring & inspection procedures, including detection, prevention and control of air pollution; observe and analyze a variety of conditions to determine compliance with air pollution emission standards; read and interpret technical data, applicable statutes and regulations relating to air pollution control; communicate and deal effectively and courteously with outside agencies, associates, and the general public; appropriately apply negotiating and problem solving techniques; work independently and make recommendations utilizing sound judgment; prepare oral and written reports; maintain accurate records; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a degree in the physical or natural sciences. Directly related work experience may be substituted for the education requirement.

Physical Requirements

Performs bending, kneeling, squatting, twisting, crawling, climbing, and reaching from ground level to overhead; climb ladders and stairways; may lift, carry, push and pull up to 50 pounds while conducting industrial inspections; must grip and hold objects while conducting inspections; subject to extended periods of walking and standing; must be able to observe and record conditions indicative of air pollution control problems.

Working Environment

Subject to working both indoors and outdoors, with temperature swings of extreme cold and heat; periods of constant and extreme noise, cramped spaces, poor lighting and ventilation when conducting inspections; also mechanical, electrical, chemical, toxic waste and safety hazards as well as fumes, odors, dust and pollen.

Licensing/Certification

When operating a motor vehicle in the course of conducting job duties and responsibilities, must possess a valid Missouri Motor Operator’s license.

Miscellaneous Requirements

Must provide own transportation to conduct inspections during working hours (mileage reimbursement provided); may be required to work extended or irregular hours.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 5876
Comments:	Updated Abilities	Date: June 28, 2010

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____