

Air Quality Management Technician I

Position Details

Class Code: 2114

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: Pay Grade 54 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs a variety of job functions related to air pollution control, including planning activities, assisting in the development of air quality standards and procedures, as well as site inspections to ensure air pollution control standards are being achieved.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs required opacity inspections of generators, chillers, boilers, and other equipment that must be monitored due to air pollution permitting requirements.
2. Documents regular performance of equipment, as well as malfunctions, utilizing appropriate methods and techniques.
3. Submits compliance data to the Department of Air Quality ensuring proper reporting to the United States Environmental Protection Agency (EPA).
4. Investigate reported violations and ensure appropriate repairs are made and all documentation is submitted to the Department of Air Quality, as required.
5. Patrols assigned geographical areas of Clark County to assure districtwide compliance with air pollution standards.

6. Communicates with Clark County School District staff, vendors, and/or contractors regarding system operations and air pollution compliance.
 7. Use various computer applications to assist in the management of air pollution permits, applications, monthly and yearly system reports, and any malfunctions reports.
 8. Monitors and develops new applications and permits for newly installed equipment.
 9. Prepares reports and recommendations based on collected data and trend analysis of specific equipment within a site.
 10. Performs technical analysis of federal and local regulations regarding air quality control and compliance to ensure that Department of Air Quality procedures remain effective.
 11. Maintains accurate files and records of departmental activities, inspections, and test results.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves using EPA Method 9 observations to determine that permitted equipment is functioning properly and meets all air pollution control requirements.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of applying and permitting minor sources for the Department of Air Quality.
2. Knowledge of diesel and natural gas generator sets.
3. Knowledge of hot water boilers.
4. Knowledge of cooling towers.
5. Ability to recognize, understand and interpret all local, state, and national codes including, but not limited to: Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), etc.
6. Ability to learn and use various business specific software packages (i.e., Microsoft Office, Adobe Acrobat, email, etc.).
7. Ability to work flexible hours or shifts.

8. Ability to safely move and relocate heavy objects.
 9. Ability to read and interpret mechanical and electrical drawings, prints, and schematics.
 10. Ability to logically troubleshoot visual emissions.
 11. Ability to communicate clearly orally and in writing.
 12. Ability to operate hand and power tools and equipment.
 13. Ability to meet predetermined deadlines.
 14. Ability to withstand heights, extreme heat, and confined areas for extended periods of time.
 15. Ability to work cooperatively with employees and the public.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Two (2) years' experience in applying, monitoring, and permitting minor sources for air quality compliance.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Current EPA Method 9 Certificate.

Preferred Qualifications

Knowledge of computer systems and data management.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).

2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
 4. A valid EPA Method 9 Certification.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District Facilities – Offices, schools, mechanical equipment rooms, and classrooms.

Work Environment

Strength

Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, and frequent exposure to hazardous materials/waste.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, hand and power tools (i.e., screwdrivers, wrenches, drills, saws, etc.), various computers, printers, copy machines, fax machines.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/14/21
- Created: 03/16/15