

JOB DESCRIPTION
Emissions Technician Coordinator
Code Number: 42018

GENERAL PURPOSE

Under general supervision, performs a wide range of air quality testing duties including record keeping. Responsibilities will include conducting air emissions sampling and data collection, making minor adjustments to emission control equipments, and for calibration and maintenance of air quality monitoring instruments. Coordinates and schedules emissions testing.

DISTINGUISHING CHARACTERISTICS

Emissions Technician Coordinator is the experienced/journey-level class in the series, fully competent to independently perform duties. The incumbent is to coordinate work group's activities with Regulatory Compliance and Mechanical Services.

This position is distinguished from the Emissions Technician in that the incumbent is responsible for working directly and independently with staff and administrators to coordinate daily emissions testing and record keeping, ensuring compliance with regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives and values.

Conduct emissions tests and document test results to assure regulatory compliance.

Issue and prepare weekly reports and corrective action requests.

Track corrective and preventive actions, and perform follow up audits to assure implementation of corrective action.

Diagnoses malfunctions and performs minor adjustments on large industrial stationary engines and related appurtenances, as necessary to ensure compliance in accordance with the I&M Plan.

Facilitates and coordinates equipment and process emissions source tests; ensures all emission testing activities comply with all applicable requirements; monitors and reports on mission testing activities and results.

Ensures all sampling and analysis comply with applicable regulatory requirements.

Monitors and reports on emission testing activities and results.

Schedules and coordinates activities with other sections and divisions.

Stays current with new operational methods, techniques and equipment and recommends their application.

Schedules and monitors department training; coordinates and assists with safety audits; maintains records of audits and ensures outstanding issues are followed up on and resolved

OTHER DUTIES

Responds to emergency situations as necessary.

Assumes the duties of Emissions Technician when needed.

DESIRED MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Safety practices, safe work methods and safety regulations pertaining to the work; shop mathematics; personal computer applications related to the work; safety codes, ordinances and regulations pertaining to the work; principles and practices of sound business communication; work order management systems such as CMMS (Computerized Maintenance Management Systems) and EMIS (Environmental Management Information Systems); the operation of internal combustion engines, federal, state, regional and local environmental laws and regulations pertaining to air quality; air quality compliance monitoring principles, practices and techniques; SCAQMD permitting and emission reporting processes; emission control technology; CEMS operations experience; and direct experience with gas analyzer systems or gas chromatographs.

ABILITY TO:

Use complex testing and analysis apparatus and electrical tools; identify and implement effective courses of action to complete assigned work; read and interpret specifications and manuals; exercise independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work; coordinate work assignments with other sections, divisions or departments; organize, research and maintain complex and confidential files; compose correspondence, prepare clear, accurate and concise records and reports; follow and apply written and oral work instructions. Manage multiple and rapidly changing priorities; organize, set priorities and exercise sound independent judgment within areas of responsibility.

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TRAINING AND EXPERIENCE:

The following are typical ways of obtaining the knowledge, skills and abilities outlined above:

Graduation from high school or G.E.D. equivalent; and two years experience in emissions testing, diagnosis, troubleshooting, maintenance and repair of large industrial stationary engines (natural gas and diesel).

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California driver's license, Class C, and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Current certification by the National Institute for Automotive Service Excellence (Master Heavy-Duty Truck Technician and/or Automotive Technician).

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data and information; observe and interpret situations; analyze and solve problems; make basic arithmetic calculations; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and meet intensive and rapidly changing deadlines and priorities; and exercise tact and diplomacy in interacting with District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, customers, the media and others encountered in the course of work.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations way is made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is usually quiet.