



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Emissions Technician Coordinator
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### **GENERAL PURPOSE**

Under direction, coordinates and performs a wide range of air quality testing duties; conducts air emissions sampling and data collection; makes minor adjustments to emission control equipment; generates weekly work schedules, assignments and plans for assigned staff; calibrates and maintains air-quality monitoring instruments; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for performing tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform a wide range of air quality testing duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to independently perform duties. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Industrial Engine Supervisor. Exercises technical and functional direction over and provides training to lower-level staff as necessary.

### **TYPICAL 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 this position.*

- 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 value.
- Performs a diverse range of air quality testing tasks, and coordinates activities with other sections and divisions.

- Conducts emissions tests and documents test results to assure regulatory compliance; prepares weekly reports and corrective action requests; tracks corrective and preventive actions and performs follow-up audits to ensure implementation of corrective action.
- Diagnoses malfunctions and performs minor adjustments on large, industrial stationary engines and related appurtenances; facilitates and coordinates equipment and process emissions source tests.
- Monitors emission testing activities and results; ensures all sampling and analysis comply with applicable regulatory requirements.
- Stays current with new operational methods, techniques, and equipment and recommends their application.
- Schedules and monitors department training; assists in coordinating safety audits; generates weekly work schedules, assignments and plans for assigned staff.
- Maintains records of audits and ensures outstanding issues are followed up on and resolved.
- Responds to emergency situations as necessary.
- Performs all duties of Emissions Technician.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles of providing functional direction and training.
- Principles, methods, techniques, and operations of internal combustion engines.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- SCAQMD permitting and emission reporting processes.
- Use and application of emission control technology.
- Operational characteristics and use of gas analyzer systems or gas chromatographs.
- Shop mathematics.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

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- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Use complex testing and analysis apparatus and electrical tools.
- Interpret specifications and manuals.
- Organize, research, and maintain complex and confidential files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Two (2) years of skilled experience in emissions testing, diagnosis, maintenance, and repair of large industrial stationary engines (natural gas and diesel), or equivalent in the automotive/truck industry.
- Progressive responsible experience performing emissions testing preferred.
- PC basic skills (Word, Outlook, and Excel)

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses/Certifications:

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

- South Coast Air Quality Management District (SCAQMD) Portable Emissions Analyzer Certification; or obtained within six months from date of hire and maintained during the course of employment.
- Certification by the National Institute for Automotive Service Excellence (Master Heavy-Duty Truck Technician and/or Automotive Technician), desirable.

### **PHYSICAL DEMANDS**

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

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	<i>October 25, 2021</i>
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Emissions Technician Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_

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