

# CITY OF CHATTANOOGA

## Classification Specification Title: Air Pollution Instrument Technician

**Department: Air Pollution Bureau**

**Pay Grade: GS.06**

**Supervision Received From: Manager Air Pollution**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 8/27/24;**

**10/20/23; 1/25/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing technical work in support of air pollution control. Duties include: maintaining, calibrating, and repairing electronic and mechanical components of air monitoring equipment; recording and reporting air quality data, and performing technical duties in maintaining computers. Work is performed with moderate supervision.

### SERIES LEVEL:

The Air Pollution Instrument Technician is a stand-alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Monitors, inspects, maintains, troubleshoots, calibrates, and performs required repairs and upgrades to air pollution measurement instruments, collection sites, computer data, and related support networks.

Prepares and disseminates a variety of reports to internal departments and external agencies related to air pollution level data generated by the air pollution measurement network.

Reviews minute monitoring data and auto calibration data each weekday and investigates missing or unusual data. Meets regulatory data completion requirements.

Ability to maintain parts inventories and order necessary replacement parts.

Knowledge of ethernet computer networks; installation and configuration of Microsoft SQL Server and office productivity suites; microcomputer systems maintenance.

Prepares and revises standard operating procedure documents utilized for the proper operation of pollution monitoring instruments/network.

Ability to understand manuals and develop proficiency in vendor instrument specialty software and data acquisition software.

Conducts research to identify historical airborne pollution levels.

Calibrates and performs accuracy certifications on air pollution monitoring networks and associated instruments.

Implements and/or moves air pollution monitoring sites, which includes: disassembling, storing, transporting, reassembling, recertifying, recalibrating and renewing monitoring equipment; coordinating activities between internal departments and external organizations and agencies; and, performing other related activities.

Downloads and quality assures data from monitors/dataloggers; submits data to EPA's national database.

Performs routine vehicle maintenance and inspections on the Bureau's fleet of vehicles; coordinates required maintenance and repairs of fleet.

Participates in/on a variety of meetings, workshops, and/or other related groups in order to receive and/or convey information. Ability to publicly give presentations. Ability to be interviewed by the media.

Provides general information to the public regarding air pollution levels, airborne mold and pollen counts, and disseminates health-risk information based on current and forecasted air pollution levels.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

Operates an ambient mold/pollen sampler and microscopically counts mold and pollen each weekday for reports.

Specifically responsible for filter-based particulate monitoring equipment. Responsible for all equipment and shelters in the absence of the other technician. Responsible for shipping filters to a contract laboratory.

Conducts stage one vapor recovery inspections of all gas stations in Hamilton County. Reports findings to the Engineering Department Manager. Disseminates information to gas station managers about the equipment and permit requirements. Prepares or prints reports from a database. Prepares notices of violation for noncompliance.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university in one of the biological or physical sciences, Environmental Engineering, Engineering Technology, or a related field and two (2) years professional experience or training in maintaining and troubleshooting electrical and electronic systems. Progressively responsible professional experience may substitute on a year-for-year basis for the required college degree.

All employees must maintain Tennessee residency from the date of hire.

**LICENSING AND CERTIFICATIONS:**

Valid Tennessee Driver's License. Ability to obtain/maintain Visible Emissions Certification (Smoke School).

**KNOWLEDGE AND SKILLS:**

Knowledge of applicable tools and equipment utilized in the trade; telecommunications; troubleshooting and maintenance principles; electronic computer-controlled devices; conducting research; electrical circuits; basic electrical and electronics theory; basic knowledge of computer programming languages and logic; recordkeeping principles and practices; calibration methods; mathematical concepts; and, basic automotive systems.

Skill in utilizing and operating applicable tools and equipment of the trade; troubleshooting computerized telecommunication systems; maintaining and troubleshooting electronic computer-controlled devices; performing mathematical calculations; interpreting computer reports from remote instruments; reading, interpreting, and analyzing a variety of technical documents; troubleshooting electrical circuits; tracing, troubleshooting, and repairing pneumatic, electrical, and electro-mechanical systems; using computer and related software applications; preparing and maintaining records; testing and calibrating equipment; performing preventative maintenance on vehicles; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to working in high and precarious places, moving mechanical parts, electrical currents, fumes, odors, dusts, and extreme temperatures.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.