

# 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

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## Position Summary

Under general supervision, performs a variety of job functions related to air pollution control, including planning activities, assistance in developing air quality standards/procedures, and site inspections to ensure air pollution control standards are being achieved.

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## 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, using appropriate methods and techniques.
3. Submits compliance data to the Department of Air Quality (DAQ); ensures proper reporting to the United States Environmental Protection Agency (EPA).
4. Investigates reported violations, ensures appropriate repairs are made, and submits all required documentation to the DAQ.
5. Patrols assigned geographic areas of Clark County to ensure compliance with air pollution standards across the Clark County School District.

6. Communicates with CCSD staff, vendors, and/or contractors regarding system operations and air pollution compliance.
  7. Uses various computer applications to manage air pollution permits, applications, monthly/yearly system reports, and malfunction reports.
  8. Monitors/develops applications and permits for newly installed equipment.
  9. Prepares reports and recommendations by analyzing trends in data collected from on-site equipment.
  10. Performs technical analysis of federal and local regulations regarding air quality control/compliance to ensure DAQ 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 permitted equipment is functioning properly and meeting all air pollution control requirements.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of applying and permitting minor sources for the DAQ.
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, federal, and national codes and regulations, including 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 (Microsoft Office, Adobe Acrobat, e-mail, 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/electrical drawings, prints, and schematics.
10. Ability to logically troubleshoot visual emissions.

11. Ability to communicate clearly, verbally, and in writing.
  12. Ability to operate hand/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 (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 (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Current EPA Method 9 Certificate.

### **Preferred Qualifications**

Knowledge of computer systems and data management.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

3. Copy of current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. A valid EPA Method 9 Certification.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD facilities – offices, schools, mechanical equipment rooms, and classrooms.

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## Work Environment

### Strength

Medium/heavy - exert force of 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, Video Display Terminal (VDT) screens, 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.)

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## Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicle, hand and power tools (screwdrivers, wrenches, drills, saws, etc.), computers, printers, copiers, fax machines, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 03/28/24
- Created: 03/16/15