

### **Schedule of Duties – Air Monitoring Officer**

1. To be responsible for the smooth operation of the air quality monitoring system and carry out tests as per standard procedures wherever required;
2. To prepare the annual air monitoring work plan and programme;
3. To climb stacks normally up to a height of around 50 metres for the purpose of monitoring quality of air emission;
4. To carry out tests at any time given that a number of industries, including sugar factories operate round the clock;
5. To prepare a maintenance schedule of the whole air monitoring system and ensure that the equipment are in good operating conditions at all times;
6. To set up and implement a quality system that will be needed for the purpose of accreditation;
7. To prepare and submit air pollution test reports and interpret results;
8. To carry out industrial hygiene test for workplace;
9. To carry out calibration and repairs of analytical instruments as needed;
10. To perform all responsibilities in a safe and efficient manner, ensuring adherence to all safety regulations;
11. To be able to read and understand technical drawings, datasheets, and written work instructions;
12. To prepare quotations and follow up on claims and payments made by customers;
13. In the event of a natural calamity, to ensure that the whole system is kept in secure conditions and report on any damage or otherwise immediately after;
14. To deal with suppliers for any major repairs or procurement of equipment;
15. To work in collaboration with departments dealing with environmental policies and strategies of the sugar sector.
16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Air Monitoring Officer in the roles ascribed to him.