# DUTY STATEMENT

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| Employee Name: Vacant | Current Date: October 2023 |
| Classification: Air Resources Technician II | Position #:673-210-3873-727 |
| Division/Office: Enforcement | CBID: R11 |
| Section: Specialized Fleet Enforcement Section | |
| Supervisor Name: Udo Ofoha | Supervisor Classification: Air Resources Supervisor I |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. | |
| Supervisor: | Date: |

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| I have read this duty statement and agree that it represents the duties I am assigned. | |
| Employee: | Date: |

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

Designated under Conflict of Interest Code.

Duties performed may require pre-employment physical. Duties performed may require drug testing.

Duties require participation in the DMV Pull Notice Program.

Requires the utilization of a 32-pound self-contained breathing apparatus. Operates heavy motorized vehicles.

Requires repetitive movement of heavy objects.

Works at elevated heights or near fast moving machinery or traffic. Performs other duties requiring high physical demand:

Duties require use of hearing protection and annual hearing examinations.

# SUPERVISION EXERCISED

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| None | Lead Person |
| Supervisor | Team Leader |

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California’s on and off-road diesel regulations and programs. Examples include the Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit (TRU) Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy-Duty Vehicle Inspection and Maintenance Programs.

The Specialized Fleet Enforcement Section (SFES) is responsible for enforcing those regulations by inspecting and investigation vehicles and equipment to verify compliance. Staff conduct field investigations and comprehensive audits of regulated entities to determine compliance, issue violations, and attempt to resolve those violations through a mutual settlement process. Inspections and investigations may originate from complaints or data derived output. In addition, SFES is primarily responsible for the development and implementation of on-board diagnostic (OBD) and tampering policies, the Heavy-Duty Inspection and Maintenance program (HD I/M) and inspection procedures.

The programmatic responsibilities of DPEB and SFES will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the close supervision of the Air Resources Supervisor I, the Air Resources Technician II (ART II) will gather, tabulate, and analyze a variety of air resources and vehicle emissions data; compile and distribute local, State, and Federal air quality regulations; assist in preparing summaries of regulations; assist in investigations of complaints concerning air pollution emissions; assist in field investigations of air pollution emission sources; collect field samples and data; prepare segments of reports and correspondence; and provide general support on technical and compliance issues associated with transport refrigeration Unit (TRU) 2022 amended regulation.

Up to 40% statewide and overnight travel will be required via state vehicle.

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| **% OF TIME** | **RESPONSIBILITIES OF POSITION** |
| 30% - E | Assist with the streamlined enforcement process for the Truck and Bus regulation, Periodic Smoke Inspection Program (PSIP), and the Heavy-Duty Vehicle Inspection and Maintenance (HD I/M) regulation including sending out notices of non-compliance letters, assisting with enforcement activities, which entails assist technical staff in performing audits of both public and confidential records relating to diesel-powered trucks and buses operating on the state's roadways, and tracking enforcement actions. |
| 30% - E | Provide support on technical and compliance issues associated with TRU Airborne Toxic Control Measures and the Air Resource Board Equipment Registration (ARBER) System Program, which supports the TRU Regulation. Assist the public and stakeholders with TRU Regulations and ARBER-related questions. Assist program staff with the implementation of the 2022 TRU regulation amendments by assisting with owner and facility registrations requirements and compliance label issuance. |
| 20% - E | Assist technical staff on fleet investigations, inspections in the field, suggest enforcement actions where violations are found to technical staff, assisting in the resolution of these cases, including providing support in cases that are referred for litigation. |
| 15% - E | Assist staff in the more complex aspects of reviewing documents relating to diesel enforcement programs. Assist technical staff in performing audits of both public and confidential records relating to diesel-powered trucks and buses and Transport Refrigeration Units (TRU) operating on the state's roadways by gathering, computing, analyzing, and compiling data and records into searchable spreadsheets and databases while presenting findings to management and/or lead staff. |
| 5% - M | Other duties: Conduct research and prepare the more difficult segments of  technical reports, correspondence, and documentation relating to air pollution. Assist with special project assignments. |