## DUTY STATEMENT

<table>
<thead>
<tr>
<th>Employee Name: Vacant</th>
<th>Current Date: February 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification: Air Resources Engineer</td>
<td>Position #: 673-210-3735-018</td>
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<tr>
<td>Division/Office: Enforcement</td>
<td>CBID: R09</td>
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<tr>
<td>Section: Short-Lived Climate Pollutant Enforcement Section</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name: Hurshbir Shahi</td>
<td>Supervisor Classification: Air Resources Supervisor I</td>
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</tbody>
</table>

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

Supervisor: _____________________________ Date: _____________________________

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

Employee: _____________________________ Date: _____________________________

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

- [x] Designated under Conflict of Interest Code.
- [ ] Duties performed may require pre-employment physical.
- [x] Duties performed may require drug testing.
- [x] 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. (Explain below):
- [ ] Duties require use of hearing protection and annual hearing examinations.

### SUPERVISION EXERCISED

- [x] 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 Short-Lived Climate Pollutant Enforcement Section (SLCPES) has primary responsibility for monitoring compliance and enforcing current climate change regulations, such as the Refrigeration Management Program and the Sulfur Hexafluoride Reduction Program, and other regulations that may be developed to reduce climate altering pollutants including short-lived climate pollutants, specifically methane, black carbon, and fluorinated gases. Businesses subject to climate change regulations may be audited or inspected to ensure compliance with California Air Resources Board’s (CARB’s) regulations.

CONCEPT OF POSITION: Under general supervision of the Air Resources Supervisor I (ARS I), the Air Resources Engineer (ARE) will use engineering methods and principles to ensure air district permits accurately and comprehensively reflect engineering standards and applicable requirements of local, State and federal laws and regulations.

Statewide travel will be required up to 25% of the time.

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<tbody>
<tr>
<td>35% - E</td>
<td>Advise and consult with federal, State, and local agencies involved in air pollution permitting and control: Research federal, state, and local environmental regulations. Work in collaboration with other agencies and divisions within CARB to obtain information necessary to address engineering questions received from the public, air districts, and other government agencies. Ensure air district permits accurately and comprehensively reflect engineering standards and applicable requirements of local, State and federal laws and regulations. Provide guidance to air districts and CARB management where documents reviewed do not meet engineering or legal standards. Coordinate the identification and sharing of best engineering, permitting, and enforcement practices between assigned air districts Enforcement, permitting, engineering staff and SLCPES staff. Review proposed and adopted rules and regulation to ensure requirements reflect legal and engineering standards; provide feedback to assigned air districts on concerns, when necessary. Review technical comments and concerns provided by other CARB staff when such comments are provided. Participate in rulemaking workshops in assigned air districts.</td>
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<tr>
<td>30% - E</td>
<td>Perform field and office engineering duties related to air pollution programs; conduct investigations, inspections, and studies: Plan and conduct inspections of complex stationary sources of air pollution either separately or in conjunction with staff from assigned air districts. Perform field and office engineering investigations of stationary air pollution sources for violations for federal, State and local air pollution control laws and</td>
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regulations within assigned air districts. Review facility schematics and other engineering documentation to determine if installed air pollution control equipment is properly installed and sufficiently well maintained, to ensure compliance with local permitting requirements and engineering standards. Review technical reports and other types of information necessary to understand facility compliance status and history. Conduct inspections, either separately or in conjunction with local air pollution control districts, of refrigeration facilities, landfills, and other facilities subject to Greenhouse Gas and Short-Lived Climate Pollutants regulations. Properly maintain complete and accurate records of inspections and sample results.

| 30% - E | **Prepare engineering and case development reports and documentation:** Prepare investigation reports of document findings for each inspection conducted. Prepare investigation/engineering reports to thoroughly document investigations. Prepare training materials and training district staff based on investigation/engineering reports. Work with SLCPES management, assigned CARB attorney(s), and assigned air district staff to resolve cases through negotiated settlement or administrative/judicial proceedings. Act as an expert witness in Board or court actions. Maintain hard-copy and electronic engineering case files. Prepare necessary memoranda, letters, settlement agreements and other documents necessary to effectively manage cases through all stages of case resolution process. Prepare and complete staff work, which includes, but is not limited to maintaining case tracking, databases, developing surveys and compliance materials, and writing technical and status reports. |

| 5% - M | **Provide engineering, technical and enforcement support for CARB regulatory projects, special investigations, and task force activities, as needed.** Research air pollution issues and engineering controls related to CARB priorities; attend workshops, hearings, and meetings. Prepare other required reports, correspondence, and audio/visual presentations. Performs other personnel tasks as required within the scope of the classification. |