

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: April, 2024
Classification: Air Pollution Specialist	Position #: 673-210-3887-028
Division/Office: Enforcement	CBID: R09
Section: Diesel Equipment Enforcement Section	
Supervisor Name: Erin Shields	Supervisor Classification: Air Resources Supervisor I

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):**

- 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: Operate and deploy PEAQs Mobile Deployment Platform including occasional lifting of objects under 50 lbs.
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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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 Heavy Duty Inspection and Maintenance Program known as Clean Truck Check, Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit Regulations.

The Diesel Equipment Enforcement Section (DEES) is responsible for enforcing those regulations by inspecting and investigating 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, DEES conducts planning, development, and organization of roadside or stationary deployment of Portable Emission Acquisition System (PEAQS), investigates deliberate tampering of emission control systems and on-board diagnostics (OBD), and engages in community outreach and environmental justice concerns related to diesel vehicles and off-road equipment.

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

CONCEPT OF POSITION: Under direction of an Air Resources Supervisor I, the Air Pollution Specialist (APS) will conduct inspections of diesel vehicles and equipment, and investigate engine emissions and emission control strategies. This may include inspecting engines and emission control systems for tampering or malfunctions; analyzing the engine/filter system for failure modes and the root causes of such failures, including deliberate tampering; and developing and utilizing emissions measuring systems in order to identify high emitting engines for further inspection. The APS will also conduct background research on owners of regulated equipment and make initial compliance decisions. For those suspected of being non-compliant, the APS will conduct a comprehensive audit, and may conduct an inspection, of the owner's equipment for compliance with applicable regulations and issue a Notice of Violation if violations are proven. The APS will also administer settlement conferences with violators in attempt to reach a mutually agreeable settlement agreement. If unable to settle, the APS will package the case for referral to CARB legal counsel. In addition, the APS analyzes technical data, prepares accurate reports, develops case files and correspondence, and works independently to fulfill responsibilities to the public, the Board, and the regulated industry. The incumbent must also have the ability to carry out procurement, process and track notices of violation, prepare and present technical briefings, and demonstrate a willingness to support other CARB programs as required.

Travel will be required.

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<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
35% - E	Conduct inspections or investigations of truck and bus or off road fleets subject to the Heavy Duty Inspection & Maintenance Program (HD I/M), the In-Use Off-Road Diesel-Fueled Fleets Regulation, the Statewide Truck and Bus Regulation, the Transport Refrigeration Unit Regulation, and other diesel rules under the purview of the Division as needed. Properly maintain complete and accurate records of inspections and samples. Deploy and operate the PEAQS Mobile Platform. Extensive travel is required for these duties.
25% - E	Identify violations, record, collect documentation, and issue citations electronically or manually to vehicle/equipment operators and/or registered owners who are out of compliance with ARB regulations. This requires the ability to effectively use smoke meters in accordance with test procedure SAE J1667, cameras, computers, databases, and other equipment. Extensive travel is required for these duties.
15% - E	Conduct investigations of complaints, tips, and leads concerning potentially noncompliant vehicles and fleets. Conduct interviews with complainants, informants, witnesses, suspected violators, and other individuals who may possess case-related information. Review files and other types of information. Collect, analyze, and catalog evidence to determine compliance with CARB regulations and programs. Conduct surveillance, take photographs, and utilize other applicable techniques. Coordinate with other agencies as required. Assist in search/inspection warrants. Conduct field inspections and case investigation activities handled primarily by other Enforcement Sections or Branches when requested.
10% - E	Plan, coordinate, and lead field inspection activities. Coordinate with CHP and other partner agencies related to conducting field inspections. Coordinate with fellow staff and supervisors to ensure safe and effective field operations.
10% - E	Serve as a resource of technical information on advanced field enforcement technologies related to heavy-duty diesel vehicles, regulations to the affected industry, other government employees, and the public; prepare and deliver technical and informational presentations and review current and proposed regulations for enforceability.
5% - M	Prepare other required reports, correspondence, assist with Division projects, attend on and off-site trainings and audio/visual presentations.