

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May, 2024
Classification: Air Resources Technician II	Position #: 673-210-3873-710
Division/Office: Enforcement	CBID: R11
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. (Explain below):
- 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

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

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:

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 the supervision of the Air Resources Supervisor I (ARS I), the Air Resources Technician (ART) II assists senior staff in the section with 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 ART II also will assist with maintenance, repair, and deployment of PEAQS. The ART II assists in conducting field inspections on heavy duty diesel vehicles and equipment, conducts background research on owners of regulated equipment, and reviews a variety of audit documentation. This incumbent is responsible for the preparation and mailing of enforcement documents, maintaining records, and gathering and analyzing data.

Up to 50% travel will be required.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Assist with field inspections of heavy duty diesel vehicles, either with or without mobile REMD units to screen vehicles before inspection. Duties would include driving to enforcement locations, setting up the REMD units when for screening, assisting with field enforcement actions during screening including OBD data collection as needed, breaking down the REMD unit at the end of the day/event and returning mobile units and equipment to the office.
25% - E	Assist professional staff with the more complex tasks related to investigating complaints, tips, and leads concerning potentially non-compliant vehicles and fleets and compile findings into spreadsheets or databases. Make recommendations to management and professional staff of fleets identified for audit.
20% - E	Assist with the streamlined enforcement process, including processing, printing, and mailing letters, assisting with enforcement activities, and tracking enforcement actions such as entering data into databases and other platforms.
15% - E	Perform routine maintenance on unattended REMD units permanently installed at various locations in California. This includes driving to REMD locations with a team or individually to perform field maintenance on the units. Maintenance includes changing out consumables, assisting in the lessor complex repairs of units both in the field and in the office, ensuring all components of the unit are properly working, and/or replacing and returning defective units.
10% - E	Assist technical staff on fleet investigations, including conducting background research on fleets and potential violations, suggesting enforcement actions where violations are found, assisting in the resolution of these cases, including providing support in cases that are referred for litigation. This includes supporting senior staff with gathering data and information within databases and online and researching any past enforcement actions.
5%-M	Assist with special project assignments and other related duties as required which fall under the scope of this classification. Attend CARB and section related meetings.