

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May 2024
Classification: Air Pollution Specialist	Position #:673-510-3887-105
Division/Office: MLD/Bakersfield	CBID:
Section: Air Monitoring South	
Supervisor Name: Adolfo Garcia	Supervisor Classification: ARSI

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):
Accessing monitoring station rooftops which may include climbing wall-mounted rung and free standing ladders.
- 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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

N/A

MISSION OF SECTION:

The Air Monitoring South Section (AMSS) supports California Air Resources Board's (CARB) air pollution control programs by performing measurements and provides accurate and precise data to help define the nature, extent, and trends of the State's air quality. AMSS manages and coordinates the operation, installation, and maintenance of air monitoring and meteorological instrumentation, data acquisition, and sampling for particulates and toxic compounds at air monitoring stations located within CARB's ambient air monitoring network. Data provided by the section is used to determine compliance with National Ambient Air Quality Standards, for area designations, State Implementation Plans, agricultural burn management, and trend analysis. AMSS provides technical support to local Air Pollution Control Districts in the form of instrument calibrations, consultation, technical assistance and training.

CONCEPT OF POSITION:

Under the general direction of the AMSS Air Resources Supervisor I, the Air Pollution Specialist (APS) will operate and maintain air monitoring stations, troubleshoot equipment problems and develop procedures utilizing scientific methods and principles, and perform field and office scientific duties related to air pollution programs. The APS conducts investigations, inspections, studies, prepares surveys and reports, initiates purchasing and contracting procedures, maintains current field equipment and integrates new technologies into field operations, drafts and develops control-system instrumentation, tests equipment, and develops methods for measuring air pollution and emissions of air contaminants. The APS also advises and consults with federal, State, and local agencies associated with air pollution control, often involving extensive public and professional contacts, and may act as an expert witnesses in a Board or court action. Daily and overnight travel to monitoring sites is required and may be up to 50% of the time. This position requires the employee to possess a valid California driver's license and to pass training courses including periodic refresher courses in first-aid/CPR, fall protection, and defensive driver training. Employee must be enrolled in the DMV Pull Notice Program and maintain a "good" driver status. The employee may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes, reflective vest, hearing protection, gloves, and safety glasses. In addition, the employee may be required to temporarily alter his/her work schedule, to work overtime and to travel overnight to accommodate field work. The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20%- E	Provide complex calibration services of air monitoring instruments operated within the AMSS area of responsibility including CARB and other governmental agencies' monitoring stations. Design, develop, and implement new procedures for operation and calibration of ambient air monitoring instruments that incorporate state-of-the-art technology to produce air monitoring data of increased accuracy and precision.
20%- E	Collect, analyze, evaluate, edit, and perform quality control checks on ambient air quality and meteorological data collected at CARB air monitoring stations. Download data remotely from station instruments and data loggers via the CARB-Logger and the Data Management System. Ensure documentation of all activities performed. Review, edit and report data to management within scheduled timelines.
20%- E	Install, operate, maintain, troubleshoot, and repair analytical, data acquisition, sampling, recording, and calibration systems at CARB ambient air monitoring sites. Travel to the monitoring sites, independent field work, and overnight stays are required.
10%- E	Consult and/or collaborate with other divisions of CARB to plan and participate in program studies to develop, test, operate and purchase newer highly sophisticated analytical technologies as they are adapted for field use. Conduct product research, draft detailed equipment specifications, which rely on engineering principals, make recommendations for equipment purchases, and coordinate instrument loans, installations, repairs, certifications, and testing.
10%- E	Provide consultation and technical training on air monitoring and data acquisition programs and methods to CARB staff and local air pollution control agencies.
10%- E	Apply scientific methods and principles to evaluate, organize, write, and implement project protocols and improve data validation and traceability documentation. Correspond and consult with outside agencies, community groups, and other CARB divisions. Interpret, draw conclusions, and disseminate data findings and statistical evaluations internally for the Branch, Division, and Board and externally in the form of written technical reports, presentations, and scientific publications of sufficient quality for peer-review in recognized journals.
5%- M	Write and review technical reports, standard operating procedures, memoranda or other correspondence as required. Obtain quotations and prepare purchasing requests for equipment and supplies. Assist in preparing instrument maintenance and service agreements.
5%- M	Conduct other related duties as required by division management such as short-term sampling or monitoring studies and lead tours of CARB laboratories and air monitoring stations for new staff, and visitors. May perform other duties under the scope of the classification.