

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May 2024
Classification: Staff Air Pollution Specialist	Position #: 673-930-3875-003
Division/Office: Mobile Source Laboratory Division/ Laboratory Data Support Branch	CBID: R09
Section: Equipment Support Section	
Supervisor Name: TBD	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

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 0

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Total number of positions in Section/Branch/Office for which this position is responsible: 0

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

MISSION OF SECTION: The mission of the Equipment Support Section (ESS) is to minimize operational downtime in test cells associated with malfunctions of test equipment. Staff serve as the Division’s technical experts in laboratory testing infrastructure systems and their interaction and impact on laboratory operations, dynamometers, sampling equipment, AVL instrumentation and control software. Staff provides the first line of support to test engineering staff on the evaluation, operation, maintenance, and repair of testing equipment in the cell. The Section also develops documentation and training to help increase the technical prowess of test technicians, scientists and engineers in each test cell.

CONCEPT OF POSITION: The Staff Air Pollution Specialist reports to the Air Resources Supervisor I and is a fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art, public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission. This position requires moving, lifting, transporting, and repositioning of mobile instruments and supplies such as gas cylinders with tools to various locations, as needed by tasks. It may require the physical ability, agility, dexterity, and coordination to carry out measurement methods in an area with fast moving dynamometer rolls located on the floor and work in the areas with noise.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	As the MSLD lead scientist for equipment evaluation, maintenance, and repair, coordinate the evaluation of faulty or failing equipment and/or tests to diagnose the root cause. Support standardization of equipment repairs, and for documentation to ensure Southern California Headquarters staff.
30% E	Serve as the training coordinator and lead trainer related to evaluation, maintenance, and repair of engine and vehicle testing equipment in the Southern California Headquarters. Serve as a resource to Division staff and management, building working relationships with staff in each test cell to facilitate rapid equipment diagnosis and repair to maintain laboratory testing efficiency.
25% E	Support development of and review documentation procedures and documentation for equipment repairs by equipment type and part. Support development of training for staff to build expertise and learn how to evaluate, maintain, diagnose, and repair testing equipment in each test cell.
10% E	Coordinate and review staff analyses of patterns in equipment and test failures to assess root causes and develop approaches to address them.
5%	Act as the Section Manager upon request when the Supervisor is absent. Other duties as required.

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