

DUTY STATEMENT

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Employee Name: Vacant	Current Date: June, 2024
Classification: Air Resources Engineer	Position #: 673-930-3735-xxx
Division/Office: Mobile Source Laboratory Division/ Laboratory Data Support Branch	CBID: 09
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

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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: Under general direction of the Air Resources Supervisor-I, incumbents solve air pollution or motor vehicle control problems using engineering skills expertise. Incumbents perform field and office engineering duties related to air pollution programs; conduct investigations, inspections, and studies; prepare surveys and reports; design electrical instrumentation; draft and develop control system instrumentation, tests, and methods for measurement of air pollution and emissions of air contaminants; advise and consult with Federal, State, and local agencies involved in air pollution control, often involving extensive public and professional contacts; and may act as an expert witnesses in Board or court action. 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. Occasionally travel may be required (less than 20% of the time).

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	Uses engineering principles to review and evaluate equipment specifications and potential failure modes. Learn and apply standardized maintenance procedures for test cell equipment. Conduct preventive maintenance and diagnose/repair faulty or failing vehicle and engine test equipment to maximize uptime in each test cell.
30% E	Develop standardized diagnosis, repair and maintenance procedures that may be used to guide and train staff that conduct routine testing. Develop training curricula for staff to build expertise so that staff learn how to evaluate, maintain, and repair testing equipment in each test cell. Serve as a resource and develop working relationships with staff in each test cell to facilitate rapid equipment diagnosis and repair to maintain laboratory testing efficiency.
20% E	Develop training materials and hands on training curricula to support educating test technicians and engineering staff on troubleshooting methodologies to diagnose and address root causes for vehicle and engine

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	test failures.
10% E	Support test engineering staff on running tests and evaluating equipment to ensure tests are run properly and equipment maintained in operating condition. Develop job aids to help staff understand and follow CARB test procedures as defined in regulation and statute. Travel may be required.
5% E	Provide regular updates to the manager and SAPS on request on progress in implementing and completing assignments. Partake in training to learn the detailed operations of test equipment in the various test cells across the Southern California Headquarters Facility.
5% M	Other duties as required and acting as manager when the section manager is absent. May perform other duties as assigned within the scope of the classification.