

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May, 2024
Classification: Air Resources Engineer	Position #:673-930-3735-002
Division/Office: Mobile Source Laboratory Division/Riverside	CBID: R09
Section: Testing Operations Support Section	
Supervisor Name: Kam Wan	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: n/a

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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 Testing Operations Support Section (TOSS) is responsible for providing engineering and logistic support for the operations of the California Air Resources Board's (CARB) mobile source emissions laboratories by (1) developing and managing equipment service contracts; (2) managing vehicle procurement contracts and activities; (3) operating the machine and electronic shops; (4) providing in-house vehicular and equipment training and engineering resolution to equipment fault and maintenance at the Southern California Headquarter (SCHQ) laboratory.

CONCEPT OF POSITION: Under general direction of the Air Resources Supervisor I (ARSI), the Air Resources Engineer (ARE) interacts with internal and external stakeholders, reviews technical proposals, prepares accurate reports, works independently to fulfill the responsibilities to the public and agency and to comply with ethical requirements, ensures compliance with confidential database agreements, The ARE is responsible for developing and managing contracts with a variety of pre-determined contracting methods and resolving issues and conflicts during the execution according to the contractual terms and conditions. This position is primarily focused on vehicle procurement process, maintenance service contracts and procurement activities, including program outreaching and market investigation, supervision of the scheduling of test objects (e.g., vehicles and engines) in support of testing program's priority, review and approval of technical proposal and invoices according to contract requirement, and presentation of monthly vehicle procurement report. Other supporting functions include the development of the scope of work of equipment service contracts, standard operating procedures, safety procedures, and participation in the safety response team. Under certain circumstances, work outside of normal work hours will be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20%-E	Utilizing engineering principles, develop the scope of work of the Vehicle Procurement contract, review technical proposals, and manage and direct all activity including performing program outreaching and market investigation, resolving problems and issues between CARB and the contractor, setting up vehicle delivery/return schedules, coordinating vehicle or equipment purchases under the contract guidelines, reviewing and approving invoices, and overseeing the renewal of the vehicle procurement contract.
20%-E	Utilizing engineering principles, develop the scope of work for maintenance service contracts and procurement activities, coordinate with contractors and testing groups for scheduled and unscheduled service activities, actively verify contractor's activities and reconcile invoices to ensure accurate and true charges are submitted for payment, understand and ensure applicable permission requirement for facility equipment and overseeing the renewal of various contracts, record and track service

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	assignments and spendings, and generate status and historical report for contracts.
15%-E	Independently develop, maintain, and monitor procurement log and inventory of equipment, parts, and supplies. Conduct market research and provide justification for selecting vendors or suppliers. Maintain budget tracking sheets, verify, and reconcile invoices, and request payment approval.
10%-E	Independently monitor, coordinate, and provide for the needs of testing sections and clients with respect to the procurement of test vehicles and engines, which includes developing vehicle specific VIN pattern identification, uploading DMV data to the Online Reply System, monitoring response rates, and proactively making adjustments to improve them, and complying with the ethical requirement of confidential and conflict of interest.
10%-E	Manage and monitor the operation of the Online Reply System and evaluate user experience and opportunities for improvement of system functionality and the user interface.
10%-E	Act as lead for managing and operating Department of General Services-granted delegation and account for renting test vehicles. Provide monthly written reports and be prepared to brief management on the ongoing efforts of all procurement activities.
10%-E	Generate accurate and concise reports and present findings and solutions utilizing engineering principles. Develop and update as needed standard operating procedures and safety procedures for the Section and the Branch.
5%-M	Under moderate supervision, the incumbent will perform sundry tasks to support CARB and the Section's activities, attend meetings and training as required, and participate in CARB's safety programs as required.