

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May, 2024
Classification: Air Pollution Specialist	Position #: 673-930-3887-043
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: TBD	Date: 5/14/24

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: N/A/A

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

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 direction of the Air Resources Supervisor I, an Air Pollution Specialist designs, conducts, and evaluates air monitoring, investigation and control programs, and motor vehicle test programs; develops and validates air quality simulation models; collects, analyzes, and evaluates data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment; assesses the impacts of new emission sources; collects and analyzes vehicle test data to determine compliance with current regulations; conducts and evaluates air monitoring programs; designs storage and retrieval systems for emissions and aerometric data; coordinates air pollution control programs with other public agencies; develops regulatory measures and implementation plans and procedures for air pollution and vehicle emission control; enforces compliance with air quality standards; prepares feasibility studies and computes cost effectiveness of proposed standards and control measures; and develops trend data of air pollution from mobile and stationary sources in relation to various factors. An Air Pollution Specialist may also represent the California Air Resources Board in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence. 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 in the field or on travel status (less than 20% of the time).

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	Evaluate equipment specification and documentation to identify potential failure modes. Learn and apply standard maintenance and repair procedures for test cell emissions measurement equipment. Based on sound principles of science evaluate, maintain, diagnose and repair faulty or failing emissions measurement equipment to maximize uptime in each test cell.
25% 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

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	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.
25% E	Evaluate test failure data to assess root causes and trends for root causes in these failures. Then develop training materials to help staff avoid these root causes and increase uptime in the Southern California Headquarters Facility. Develop job aids to help staff understand and follow CARB test procedures as defined in regulation and statute.
10% E	Support test engineering staff on running tests and evaluating equipment to ensure tests are run properly and equipment maintained in operating condition. 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.