

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 07/01/2024
Classification: Staff Air Pollution Specialist	Position #: 673-210-3875-007
Division/Office: Enforcement Division	CBID: R09
Section: Portable Equipment Operations Section	
Supervisor Name: Kelly Weatherford	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 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: 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 Portable Equipment Operations Section (PEOS) is responsible for the upfront component of implementing and enforcing CARB's Portable Equipment Registration Program (PERP), PERP Regulation, and Airborne Toxic Control Measure for Diesel Particulate Matter from Portable Engines Rated at 50 Horsepower and Greater (Portable Diesel Engine ATCM). Implementation of PERP involves the evaluation of PERP registration applications, which includes but is not limited to fee and eligibility determinations; calculating engine and equipment unit emissions; determining and calculating process limitations as necessary to meet regulatory emission limits; determining all applicable requirements and operational conditions for portable engine and equipment unit registrations; development and transmittal of registration materials to the regulated community; and extensive interaction with the public, new applicants, existing registrants, and local air district engineering and enforcement personnel.

Implementation and enforcement of the Portable Diesel Engine ATCM includes the development of tools for use by the regulated community to calculate diesel engine fleet emissions on a continuing basis; development of tools to calculate trends in diesel emission reductions and compliance of portable diesel engine fleets with upcoming Portable Diesel Engine ATCM standards; development of tools to assist industry with the evaluation of future fleet compliance options; development of tools to determine completeness and accuracy of submitted compliance reports; development of database resources to log and track submitted Portable Diesel Engine ATCM fleet compliance reports; performing research of U.S. Environmental Protection Agency, California Air Resources Board, and diesel engine manufacturer resources to obtain emission data related to portable diesel engine fleet compliance; and assisting the public, regulated community, and local air district staff with Portable Diesel Engine ATCM questions and fleet calculations.

PEOS assists the Citations and Registration Enforcement Branch (CREB) with other projects and programs related to developing, implementing, and enforcing air pollution rules and regulations to reduce emissions of criteria and toxic air pollutants from a wide variety of sources. In addition to the responsibility of PEOS to assist with field evaluation and investigation of portable engines and equipment units for which the owner/operators have submitted application(s) for registration, this field element also includes providing direct assistance to other projects and programs in the CREB as well as the local air districts regarding implementation of their unpermitted source programs. The responsibilities of PEOS will adapt over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the general direction of the Air Resources Supervisor (ARS) I of PEOS and the Equipment Registration Section (ERS) ARS I, the Staff Air Pollution Specialist (SAPS) is a technical expert responsible for performing specialized assignments resulting from the implementation, administration, and support enforcement of PERP, the PERP Regulation, and the Portable Diesel Engine ATCM. The SAPS will research and evaluate portable options for zero-emission technology that aligns with CARB's goals and lead any subsequent rulemaking effort for the

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PERP Regulation and Portable Diesel Engine ATCM. The SAPS will participate, and lead where appropriate, in implementation and compliance efforts for power generation and/or stationary source operations involving and/or affecting the use of portable equipment. These efforts may require cross-divisional interactions with CARB, California’s 35 local air districts, and the regulated community as well as interacting with and taking into consideration current regulatory requirements set forth by other public agencies such as the California Public Utilities Commission (CPUC), California Energy Commission (CEC), and other Boards, Departments, and Offices (BDO) within the California Environmental Protection Agency (EPA). The SAPS also applies scientific methods and principles in development and implementation of program and information technology (IT) related processes to provide solutions for maximum operational efficiency and compliance for PERP and other CARB programs. Assignments related to day-to-day PERP operations will include evaluating periodic compliance reporting and the most complex application submittals. Travel may be required or as deemed necessary by the job. The specific duties of the position are listed below.

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
25% - E	Lead and support portable equipment activities in CREB, ED, and/or other CARB programs with the development and implementation of emissions strategies. These tasks may include, but not be limited to, development and implementation of PERP related policies and procedures; providing expert guidance for the PERP data management systems and portable equipment data; and lead presentations and/or discussions regarding PERP and/or portable equipment.
25% - E	Implement and support enforcement provisions of the PERP Regulation and Portable Diesel Engine ATCM including, but not limited to, developing and utilizing solutions for calculating diesel and non-combustion particulate matter emissions; determining compliance with upcoming Portable Diesel Engine ATCM standards; lead efforts in determining completeness, accuracy, and compliance of submitted annual reports and fleet reports as required by the PERP Regulation and Portable Diesel Engine ATCM; and assisting the public, regulated community, and local districts in performing hour meter reading, material throughput, and fleet emission calculations, reporting, and investigations.
15% - E	Apply scientific methods and principles to determine whether complex engines or equipment units qualify for PERP registration and establish appropriate operating conditions and limitations. Evaluate applications for completeness regarding complex portable engines and equipment units submitted for PERP registration that may result in an occasional field assignment.
15% - E	Provide expert level information regarding power generation and stationary source operations with respect to the PERP Regulation and Portable Diesel Engine ATCM to local air districts, governmental agencies (i.e., CPUC, CEC, CalEPA BDOs), the public, affected industries, and CARB divisions. Assist other government agencies and CARB divisions in rulemaking,

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	implementation, and coordination efforts involving portable equipment as necessary.
10% - E	Lead investigation, research, and analysis of zero-emission technology in the portable equipment sector. Prepare and provide recommendations, and lead rulemaking efforts when necessary, for future regulatory amendments to the PERP Regulation and Portable Diesel Engine ATCM.
5% - M	Support investigatory activities and provide technical support to CREB, ED, and/or other CARB divisions for the development of suggested control measures and technical guidance documents, regulation and field enforcement, special investigations, inspections, and task force activities as needed. Coordinate and/or attend workgroups, workshops, hearings, conferences, and meetings. May require some travel.
5% - M	Prepare PERP related one-page reports, presentations, correspondence, and other reports which fall under the scope of this classification. Assist and support other sections/branches within ED, as needed. May perform other duties within the scope of the classification as required.