## DUTY STATEMENT

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| Employee Name: Vacant | Current Date: December 2024 |
| Classification: Air Resources Engineer | Position #: 673-930-3735-041 |
| Division/Office: Mobile Source Laboratory Division | CBID: R09 |
| Section: Light-Duty Testing Section "A" | |
| Supervisor Name: Seongyup Kim | Supervisor Classification: Air Resources Supervisor I |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. | |
| Supervisor: | Date: |

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| 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):

In addition to the essential functions listed below, this position requires physical ability, agility, dexterity, and coordination to perform the following tasks: to work under vehicles to restrain them on dynamometers, disconnect/connect electrical and vapor lines, work in an area with fast moving dynamometer rolls located on the floor, get under vehicles to attach and disconnect connectors and fittings, move gas cylinders weighing 130 lbs. with the aid of manually operated cylinder cart, move and park vehicles in close quarters in the presence of people working on other projects, may require the use of a vehicle mover and move and lift testing equipment weighing up to about 30 lbs. with or without reasonable accommodation.

☒ Duties require use of hearing protection and safety footwear when working on-site.

## SUPERVISION EXERCISED

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| ☒ None | ☐ Lead Person |
| ☐ Supervisor | ☐ Team Leader |

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Light-Duty Testing Section "A" (LDTSA) is part of the Light-Duty Testing Branch. The mission of LDTSA is to produce and provide defensible compliant vehicle exhaust emissions test data in support of the California Air Resources Board's vehicle testing programs. The section will support the agency's vehicle testing programs in areas of certification, in-use compliance, regulatory development, enforcement, and emissions inventory and research using four separate test cells for light- and medium-duty vehicles testing. These test cells at the Southern California Headquarters facility shall follow strict testing guidelines provided in the California Code of Regulations (CCR) and Code of Federal Regulations (CFR).

CONCEPT OF POSITION: Under the supervision of an Air Resources Supervisor I, the incumbent applies engineering knowledge, skills, and principles to review, evaluate and interpret vehicle emission test data; develop and adapt instrumentation and standard operating procedures for automotive exhaust emission testing. The incumbent plans and carries out comprehensive automotive engineering studies and investigations for complex air pollution control and engineering work in this professional and technical on-site role, as well as provides technical guidance and assistance to project clients during test plan development, review, and execution ensuring that all testing requirements are satisfied. The incumbent is expected to oversee testing equipment readiness verifying that test procedures are followed throughout testing processes and to generate legally and scientifically defensible data compliant with governing regulations. The incumbent is expected to plan, coordinate, and provide direction to Automotive Emission Test Specialist (AETS) staff equipping them with proper training to perform test activities in accordance with the test plan. The incumbent is expected to analyze situations, make decisions, and recommend effective course of action to handle situations appropriately to meet project deadlines and objectives. The incumbent is expected to develop expertise and working knowledge of applicable regulations and procedures referenced in the CCR and CFR. The incumbent is expected to communicate effectively through computer productivity tools, verbal, and written formats to convey information to internal and external stakeholders.

| % OF TIME | RESPONSIBILITIES OF POSITION |
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| 20%-E | Apply engineering knowledge, skills, and principles to review, evaluate and interpret vehicle emission test data; develop and adapt instrumentation and standard operating procedures for automotive engine and exhaust emission control device testing. Plan and carry out comprehensive automotive engineering studies and investigations for complex air pollution control and engineering work in this professional and technical on-site role, as well as provide technical guidance and assistance to project clients during test plan development, review, and execution ensuring that all testing requirements are satisfied. |
| 15%-E | Plan, coordinate, and provide direction to AETS staff to perform test activities in accordance with the test plan, applicable regulations and procedures, and safety requirements. Provide AETS staff with technical support and guidance with testing and equipment related inquiries. Provide AETS staff with trainings, manuals, and standard operating procedures (SOP) to operate laboratory equipment properly and safely. Operate laboratory equipment as needed. |
| 15%-E | Review and comment on test plans ensuring project clients' requirements and workflow are properly conveyed to the testing group. When new test cycles are requested, initiate the test cycle development process, and then verify the readiness of the new test cycle for production testing. Apprise project clients of test data validation results, status updates, key milestones, and testing issues. Focus on efficient laboratory utilization by timely planning testing activities, using scheduler to plan in advance thus minimizing idle time. |
| 15%-E | Provide oversight to monitor progress of multiple test projects ensuring timeliness, accuracy, and quality. Review and validate test reports and data prior to submitting to project clients. Verify that the test data was properly and accurately transmitted into the emissions database. |
| 15%-E | Optimize procedures and oversee that laboratory equipment is functioning properly in accordance with equipment design specifications and its applicable governing regulation(s). Develop and manage a plan to maintain the laboratory equipment with minimal downtime by monitoring system statuses, performing quality control system checks, and scheduling regular system maintenances. Troubleshoot laboratory equipment issues and take an effective course of action to resolve them. Arrange for equipment repairs when necessary. Document equipment related issues and keep records of systems parameters and configurations. |

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| 10%-E | Using engineering principles, verify emission data calculations and test cycles to ensure regulatory compliance. Provide engineering analysis of the test data and write test summary reports. Draft and/or review technical documents not limited to equipment design specifications and SOP. Review and comment on testing related amendments for a program's rulemaking process. |
| 5%-E | Develop expertise and maintain current knowledge of applicable regulations and procedures referenced in the CCR and CFR. Develop, interpret, and implement regulations and procedures to recommend improvements and updates to the laboratory workflow and/or equipment. Maintain current knowledge of required safety documents and trainings to support safe practices and working conditions. |
| 5%-M | Provide information and tours of the test facilities when requested by interested parties. |