

DUTY STATEMENT

DUTY STATEMENT

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| Employee Name: Vacant | Current Date: December 13, 2024 |
| Classification: Air Resources Engineer | Position #: 673-210-3735-016 |
| Division/Office: Enforcement | CBID: R09 |
| Section: District Support Section | |
| Supervisor Name: Jeff Lindberg | Supervisor Classification: Air Resources Supervisor |

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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):
Inspections occur in industrial settings. The incumbent must be able to meet all of the health and safety requirements to perform inspections. Inspections involve the safe use of personal protective equipment, including respiratory protection, and can occur on elevated platforms and in hot/humid environments. The incumbent must be able to safely climb ladders while wearing personal protective equipment. Participation in CARB's Respiratory Protection Program is required. Successful completion of HAZWOPER training (40-hour initial and 8-hour annular refresher) is required.
- Duties require use of hearing protection and annual hearing examinations.

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SUPERVISION EXERCISED

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| <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

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 District Support Section (DSS) is responsible for providing broad oversight of and support to air quality management and air pollution control districts (air districts) throughout the State, to ensure that local air district's programs effectively support California's efforts to achieve and maintain State and federal ambient air quality standards in accordance with Health and Safety Code section 41500.

The responsibilities of DSS are diverse and dynamic, based on the specific needs identified by California Air Resources Board (CARB) or local air districts. DSS focuses primarily on implementation and enforcement of federal, State and local laws and regulations applicable to stationary sources of air pollution; however, functions may also require knowledge of mobile source regulations applicable to equipment found at stationary sources. These responsibilities and functions will evolve over time as current programs mature and new programs are implemented.

DSS is also responsible for enforcing State statutes and regulations, including emission control and reporting requirements applicable to stationary sources.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor I (ARS I) the Air Resources Engineer (ARE) in the DSS uses scientific methods and principles to support and oversee enforcement of air pollution control programs within other public agencies, especially regional air district. The ARE will provide technical and logistical support to enforce compliance with local, State and federal air quality standards, both directly through case development and indirectly by supporting and overseeing technical aspects of local enforcement actions. The ARE will review rules, permits, and other documentation provided by regulated facilities and air districts to ensure that such rules, permits and documentation meet engineering and legal standards. The ARE will prepare reports and presentations to support their analyses and present those analyses to CARB management and other organizations, as needed.

Up to 30% travel, including overnight to locations throughout the state, will be required.

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| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u> |
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| 35% - E | <p><u>Advise and consult with federal, State, and local agencies involved in air pollution control:</u> Research federal, state, and local air pollution control regulations. Work through and with other agencies and divisions within CARB to obtain information necessary to address engineering questions received from assigned air district(s).</p> <p>Ensure air district permits accurately and comprehensively reflect engineering standards and applicable requirements of local, State and federal laws and regulations. Provide feedback to air districts and CARB management where documents reviewed do not meet engineering or legal standards.</p> <p>Coordinate the identification and sharing of best engineering and enforcement practices between assigned air district(s) enforcement, permitting, engineering staff and DSS staff.</p> <p>Receive, review and refer air pollution complaints related to stationary sources of air pollution to local air districts. Support air district investigation of complaints and review air district complaint investigation reports to evaluate air district activities to identify and resolve underlying causes of the complaints.</p> <p>Develop a thorough understanding of stationary sources of air pollution, the types of air pollution caused by those operations and the techniques and technologies implemented to control air pollutant emissions. Review proposed and adopted rules to ensure requirements reflect legal and engineering standards; provide feedback to assigned air district(s) on concerns, when necessary. Review technical comments and concerns provided by other CARB staff, when such comments are provided. Periodically participate in rulemaking workshops in assigned air district(s).</p> |
| 35% - E | <p><u>Perform field and office engineering duties related to air pollution programs; conduct investigations, inspections, and studies:</u> Plan and conduct inspections of complex stationary sources of air pollution with staff from assigned air district(s).</p> <p>Perform field and office engineering investigations of stationary air pollution sources for violations for federal, State and local air pollution control laws and regulations within assigned air district(s).</p> <p>Review facility schematics and other engineering documentation to determine if installed air pollution control equipment is properly installed and sufficiently well maintained, to ensure compliance with regulatory</p> |

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| | <p>requirements and engineering standards. Review technical reports and other types of information necessary to understand facility compliance status and history.</p> <p>Collect, catalog and analyze evidence obtained through inspection and/or investigation to determine violations. Using engineering knowledge, coordinate sampling and testing procedure development. Conduct interviews with complainants, informants, witnesses, suspected violators, and other individuals who possess case information. Perform engineering audits of private and public records. Assist in search/inspection warrants, as necessary.</p> |
| 25% - E | <p><u>Coordinate Activities related to CARB's Oversight of Air District Hearing Boards:</u> Review hearing board variance and abatement orders received by CARB to determine compliance with State law. Where deviations from State law occur, develop corrective action plans for management review and approval. Work with DSS management, assigned CARB attorney(s), and assigned air district staff to resolve issues identified. Maintain an accurate list of orders CARB received and whether issues with order were identified.</p> <p>Coordinate training of air district hearing board members, air district staff, and members of the public on the statutory requirements that must be met for a hearing board to issue a variance or abatement order. Coordination includes identifying suitable training locations, preparing materials to support those trainings, including presentations, training announcements, etc. Conduct virtual and in-person training throughout the State as needed.</p> |
| 5% - M | <p><u>Other Duties as Appropriate for the Classification:</u> Provide engineering, technical and enforcement support for CARB regulatory projects, special investigations, and task force activities, as needed. Research air pollution issues and engineering controls related to CARB priorities; attend workshops, hearings, and meetings. Prepare other required reports, correspondence, and audio/visual presentations. Other duties as required which fall under the scope of this classification.</p> |