

DUTY STATEMENT

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Employee Name:	Current Date: January 4, 2024
Classification: Air Pollution Specialist	Position #:673-510-3887-102
Division/Office: MLD	CBID: R09
Section: Community Air Monitoring South Section	
Supervisor Name: Fernando Amador	Supervisor Classification: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Fernando Amador	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):
Outdoor field duties require physical fitness for: transporting equipment up to 40 lbs. over uneven or unpaved terrain, climbing ladders and stairs, working on rooftops, working in the dark, working during hot or inclement weather.
- 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: NA

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Community Air Monitoring South Section conducts air monitoring projects utilizing traditional and non-traditional air monitoring technologies and methods. The section is responsible for conducting community air monitoring campaigns, and related community and district outreach to support the Agency's goals. Sampling and monitoring is conducted in communities to survey neighborhoods for adverse air quality impacts from near-by industrial facilities and other sources. The section is also responsible for the monitoring of greenhouse gases, short lived climate pollutants, and the ceilometer network.

CONCEPT OF POSITION: Under general direction of an Air Resources Supervisor I (ARS I), the employee performs air pollution work with specific duties as follows. This position evaluates, tests, and implements data logging and reporting capabilities for community air monitoring networks. This position also deploys and operates community air monitors that survey neighborhoods for adverse air quality impacts from nearby industrial facilities and other sources. The incumbent will play a key role in applying scientific principles applicable to the coordination and implementation of community air monitoring networks; including those related to technology evaluation and application, community and other monitoring systems, and data analysis. The incumbent is expected to work closely with air monitoring and public health professionals at the local, State, and federal levels as well as community based organizations. In addition, employee may be required to temporarily alter his/her work schedule, and to travel overnight to accommodate field work. The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change. Travel may be required up to 30% of the time.

This position requires the employee to possess a valid California driver's license and to pass training courses including periodic refresher courses in defensive driver training. Employee must be enrolled in the DMV Pull Notice Program and maintain a "good" driver status. This position requires the employee to pass a pre-employment physical, due to high physical demand when deploying monitors, and to pass training courses including periodic refresher courses in first-aid/CPR, fall protection, working at heights, and heat illness training. Employee may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes, reflective vest, safety coveralls, hearing protection, gloves, respirator, and safety glasses, as determined to be appropriate by the supervisor, Health and Safety Officer, and as field safety circumstances dictate. Working outdoors, handling monitoring equipment, and climbing ladders and stairs is required.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Conducts community monitoring. Deploys sensors as well as monitors and samplers in support of community monitoring projects and maintains them, located throughout the state. Coordinates with other ARB and district staff to secure right of entry including preparing appropriate documentation and gaining necessary approvals. Reviews and evaluates data from the network, conducting quality control measures and reporting the resulting data.
15% - E	Conducts outreach and workshops with, and for, community members to provide input and understanding to potential and on-going community air monitoring campaigns.
10% - E	Applies scientific methods and principles to evaluate, organize, write, and implement project protocols; write project reports; and write technical papers that include statistical evaluations and correspond with outside agencies and staff of other CARB divisions. Disseminates findings internally for the Board and externally in the form of technical reports, presentations, and scientific publications of sufficient quality for peer-review in recognized journals.
10% - E	Reviews local air district community monitoring plans. Works with district personnel to resolve any issues with district plans. Prepares documentation for and coordinates right-of-entry in support of community monitoring.
10% - E	Implements new procedures for operation and calibration of community monitoring instruments that incorporate state-of-the-art technology to produce air monitoring data of increased accuracy and precision.
10% - E	Participates in program studies to plan and consult with other divisions of CARB. Makes equipment purchases, coordinates instrument loans, and repairs and tests equipment.
5% - M	Develops, documents, and implements relevant safety measures for monitoring program including heat illness prevention, fall protection, and compressed gas handling and transport.