

DUTY STATEMENT

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Employee Name:	Current Date: April 5, 2024
Classification: Air Pollution Specialist	Position #:673-510-3887-021
Division/Office: MLD	CBID:
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 close supervision (Range A), supervision (Range B), and general direction (Range C), of an Air Resources Supervisor I the employee applies scientific methods and principles to conduct; greenhouse gas (GHG) monitoring, ceilometer monitoring of the upper atmosphere, and the deployment and management of the Short Lived Climate Pollutant (SLCP) network in the state. 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. The position requires the employee take 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.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Performs GHG, SLCP and ceilometer monitoring throughout the state. Deploys, maintains, operates, and calibrates instrumentation in support of the networks. Coordinates internally, with air monitoring districts and outside parties to secure right of entry. Prepares documentation for right-of-entry in support of the GHG, Ceilometer and SLCP Networks. Performs data evaluation, review, quality control, and reporting of the data from the networks. Sets up and maintains data logging communications at each site Travels as necessary to perform the duties of the position.
25% - 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,

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	presentations, and scientific publications of sufficient quality for peer review in recognized journals.
15% - E	Orders GHG, SLCP and ceilometer equipment and supplies to properly maintain and keep operation of the networks. Writes and executes contracts necessary to support monitoring. Conducts outreach to other stakeholders within and outside of CARB.
10% - E	Implements new procedures for operation and calibration of GHG, SLCP and ceilometer monitoring instruments that incorporate state-of-the-art technology to produce data of increased accuracy and precision.
10% - E	Participates in program studies to plan and consult with other divisions of CARB, makes equipment purchases, and coordinates instrument loans, repairs and testing.
5% - M	Develops, documents, and implements relevant safety measures for monitoring program including heat illness prevention, fall protection, and compressed gas handling and transport. May perform other duties under the scope of the classification.