

DUTY STATEMENT

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Employee Name: Vacant	Current Date: April 2024
Classification: Air Resources Technician I	Position #: 673-210-3872-723
Division/Office: Enforcement	CBID: R11
Section: Specialized Fleet Enforcement Section	
Supervisor Name: Udokanma Ofoha (Udo)	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): Occasional moderate to heavy physical exertion, including unassisted lifting and transfer of weights up to 50 lbs. Adherence to a safety-related dress code and training requirements.
- 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: 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 Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California's on and off-road diesel regulations and programs. Examples include the Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy-Duty Vehicle Inspection Programs.

The Specialized Fleet Enforcement Section (SFES) is responsible for enforcing those regulations by inspecting and investigation vehicles and equipment to verify compliance. Staff conduct field investigations and comprehensive audits of regulated entities to determine compliance, issue violations, and attempt to resolve those violations through a mutual settlement process. Inspections and investigations may originate from complaints or data derived output. In addition, SFES is primarily responsible for the development and implementation of on-board diagnostic (OBD) and tampering policies, the Heavy-Duty Inspection and Maintenance program (HD I/M) and inspection procedures.

The programmatic responsibilities of DPEB and SFES will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the close supervision of the Air Resources Supervisor I (ARS I), the Air Resources Technician (ART I) is responsible for performing the less complex work in assisting Air Resource Engineers (ARE) and Air Pollution Specialists (APS) in the section with maintenance and repair of Roadside Emissions Monitoring Devices (REMD). The ART I will assist ARE/APS with conducting background research on owners of regulated equipment, reviewing a variety of audit documentation and conducting field inspections and case investigations. This incumbent will also work with other team members to prepare and mail enforcement documents, maintain records, and gather and analyze data.

Up to 40% statewide and overnight travel will be required via State vehicle.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Perform routine maintenance on unattended REMD units permanently installed at various locations in California. This includes driving to REMD locations with a team or individually to perform field maintenance on the units. Maintenance includes changing out consumables, assisting in the lessor complex repairs of units both in the field and in the office, ensuring all components of the unit are properly working, and/or replacing and returning defective units.
25% - E	Assist with deployment of REMD mobile units with and without follow up field enforcement. Mobile REMD units are used to screen vehicles at various locations in California. Drive to enforcement locations, set up the REMD units for screening, assist with field enforcement actions during screening, break down the REMD unit at the end of the day/event and return mobile units to the office.
25% - E	Assist with the streamlined enforcement process, including processing, printing, and mailing letters, assisting with enforcement activities, and tracking enforcement actions such as entering data into databases and other platforms.
10% - E	Assist the ARE/APS in the compiling, gathering, and the analysis of REMD data collected by CARB's roadside monitoring network. Analyze automated data files generated by the system and transmitted to CARB in real-time, by reviewing and sorting data pertaining to high emitters or potential high emitters.
10% - E	Assist ARE/APS on fleet investigations or inspections in the field, support senior staff with enforcement actions where violations are found, assist in the resolution of these cases, including providing support in cases that are referred for litigation. This includes supporting senior staff with gathering data and information within databases and online and researching any past enforcement actions.
5%-M	Assist with special project assignments and perform other duties as required to support the Section and Branch. Attend CARB and section related meetings. May perform other duties under the scope of the classification.