

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: June 2025
Classification: Air Pollution Specialist	Position #: 673-930-3887-040
Division/Office: Mobile Source Laboratory Division/ Laboratory Data Support Branch	CBID: R09
Section: Equipment Support Section	
Supervisor Name: Steven Theantanoo	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):

This position requires moving, lifting, transporting, and repositioning of mobile instruments and supplies such as gas cylinders with tools to various locations, as needed by tasks. The ability to lift 30 lbs. with or without reasonable accommodation is required. It may require physical ability, agility, dexterity, and coordination to carry out work in areas with fast moving objects such as dynamometer rolls or working on overhead objects at elevated heights. Loud noises or high heat are expected in some areas.

- ☒ Duties require use of hearing protection and annual hearing examinations.
- ☒ Duties require use of safety footwear in some areas of the laboratory.

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SUPERVISION EXERCISED

<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

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

MISSION OF SECTION: The mission of the Equipment Support Section (ESS) is to minimize operational downtime in testbeds associated with malfunctions of test equipment. ESS serves as the Mobile Source Laboratory Division's (MSLD) technical experts in laboratory testing infrastructure systems and their interaction and impact on laboratory operations, dynamometers, sampling equipment, Anstalt für Verbrennungskraftmaschinen List (AVL) instrumentation and control software. ESS provides the first line of support to test engineering staff on the evaluation, operation, maintenance, and repair of testing equipment in the testbeds. ESS also develops documentation and training to help increase the technical prowess of test technicians, scientists and engineers in each testbed.

CONCEPT OF POSITION: Under supervision (Range A)/ under direction (Range B and C) of the Air Resources Supervisor I, the Air Pollution Specialist (APS) uses knowledge of emission testing systems and related equipment to support emission testing staff in maintaining equipment operability and performance. The APS coordinates with internal staff and external vendors to resolve sensitive lab issues in a timely manner. Assigned work consists of developing maintenance and operation procedures for test equipment, developing problem resolution models, developing standard lab procedures, developing tools to aid in improved lab efficiency, coordinating equipment troubleshooting efforts with equipment vendors, performing equipment maintenance and repairs, preparing training material and coordinating training for staff, and supporting other duties as required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	Evaluate equipment and equipment specifications, perform maintenance and repair on equipment, coordinate the evaluation of faulty or failing equipment and/or tests utilizing scientific methods and principles with staff and vendors to diagnose the root causes. Calibrate complex instrumentation utilized in emissions testing to ensure they perform within regulatory or lab tolerance. Support standardization of equipment repairs and documentation to ensure consistent quality of work and accountability. Perform maintenance and repair services on equipment when requested by staff or managers.

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25% E	Review patterns and data trends in equipment and practices used by staff that lead to test failures and assess root causes. Design, develop, and conduct investigations utilizing knowledge of engineering, physics, or chemistry to collect, analyze, and evaluate issues related to emissions monitoring and related equipment systems. Support the development of methods to improve assessment of equipment and improve upon methods to detect declining performance in equipment. Prepare feasibility studies and compute cost effectiveness of solutions that address equipment issues utilizing statistical analysis.
25% E	Support the development of documentation procedures and practices of equipment repairs and maintenance. Review and evaluate documentation for completeness. Support development of processes and systems to track and manage equipment issues, maintenance, and repairs from all involved parties, which may involve designing storage and retrieval systems using computer programming.
15% E	Serve as a training coordinator and trainer making oral presentations related to operation, maintenance, and repair of engine and vehicle testing equipment in MSLD. Support the development of training materials and programs for staff to build in-house expertise. Serve as a resource to MSLD staff and management, coordinating and building working relationships with staff in each testbed to facilitate rapid equipment diagnosis and repair to maintain laboratory testing efficiency. Coordinate equipment evaluation with vendors, stakeholders, and public agencies.
5% M	Represent CARB in public events. Participate in job training. Other duties as required.