

DUTY STATEMENT

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DUTY STATEMENT

Employee Name:	Current Date: 11/06/2025
Classification: Air Pollution Specialist	Position #: 673-510-3887-078
Division/Office: Monitoring and Laboratory Division	CBID: R09
Section: Source Testing and Verification Section	
Supervisor Name: Merrin J. Wright	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):
- ☒ Duties require use of hearing protection and annual hearing examinations.

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SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ 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

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MISSION OF SECTION: The Source Test and Verification Section is responsible for: (i) verifying the compliance of existing certified Phase I and Phase II vapor recovery equipment with certification and in use specifications and standards. (ii) ensuring that widespread performance deficiencies are identified and addressed prior to the renewal of certifications, (iii) conducting testing of gasoline marketing operations and stationary sources, (iv) providing support to the Regulatory Development Section and the Vapor Recovery Testing and Evaluation Section, (v) developing stationary source test methods and evaluating alternate test method requests, and (vi) overseeing the abrasive blasting program and independent contractor program.

The section coordinates its activities with the California Air Pollution Control Officers Association (CAPCOA) and other state and local agencies, works with local districts and other interested stakeholders to resolve in use vapor recovery system or component issues, and works with other members of the Regulatory Development and Program Support Branch and other CARB divisions in conducting testing of vapor recovery systems and/or components and stationary sources to support development of control measures.

CONCEPT OF POSITION: Under supervision (Range A), or general supervision (Range B and C) of an Air Resources Supervisor I, the employee performs the following specific duties: conduct certification tests at gasoline terminals, gas stations, and stationary sources; determine if contractors should be approved to conduct testing for CARB; work with other staff to determine if existing certification or test procedures should be updated or improved; observe and determine the efficacy of tests conducted by contractors; assist in the testing of hydrogen fueling stations; conduct certification testing of abrasives; determine if disposal sites should be approved for nonindustrial wood waste burning; and assist local air districts and CARB divisions in reviewing test protocols and test reports for completeness and efficacy.

This position requires the employee to pass training courses including periodic refresher courses in First Aid/CPR, fall protection, forklift driver training, defensive driving, and heat illness prevention. Employee may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes with protective toe, reflective vest, Nomex coveralls, personal fall arrest system, hearing protection, gloves, half-face or full-face respirator, and safety glasses. In addition, employee may be required to temporarily alter his/her work schedule, to work overtime, 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.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25-E	May lead staff for the abrasive certification program. Conduct certification testing that may require use of a half-mask or full-mask respirator. Coordinate with the Department of Water Resources, vendors, and suppliers to ensure the timely processing and testing of abrasive products from their receipt until their disposal or return. Prepare renewal notifications for abrasive vendors. Review applications for abrasive certification and accept or reject them as necessary. Generate executive orders certifying abrasives that pass certification testing. Ensure that tested abrasives are disposed of or returned to the vendors, as appropriate. Prepare invoices for certification testing, tracking payments, and sending test results to vendors. Procure supplies and equipment necessary for certification testing. Maintain Visible Emissions Evaluation certification. Duties also require driving a forklift, lifting up to 50 lbs., and adhering to safety procedures and plans.
25-E	Assist lead staff responsible for administration and oversight of the CARB program to approve independent source test contractors to perform CARB required compliance tests of stationary sources located in California. Review applications from independent source test contractors for approval and accept or reject them as necessary; perform audits of independent source test contractor facilities and capabilities to ensure compliance with the Independent Contractor program; and generate executive orders approving independent source test contractors for stationary source compliance testing in California.
25-E	Conduct vapor recovery certification tests at gasoline bulk plants, gasoline terminals, and gasoline dispensing facilities and stationary sources as required by Sections 41954 and 39607(d) of the California Health and Safety Code. Duties include, but are not limited to, driving and parking a 25 foot heavy duty vehicle and other vehicles, climbing ladders to elevated heights, lifting and carrying heavy equipment (maximum 50 pounds), adhering to certification and test procedures established by CARB, being a liaison with facility owner/operator and local district staff, evaluating industrial processes and control devices during testing to establish operating conditions, developing and evaluating stationary source test methods, and preparing test reports and summaries.
15-E	Maintain test equipment and instrumentation, test vehicles, and shop. Ensure equipment is functioning properly and is ready to be deployed to the field at any time. Maintain a calibration schedule for all branch equipment so that equipment calibrations do not lapse. Package and ship necessary equipment that is calibrated out-of-house in a timely manner prior to calibration expiration; approve invoices in a timely manner for payment. Submit monthly vehicle logs for all branch vehicles.

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10-M	Coordinate and work with private industry, and federal, State, and local agencies. Participate in meetings conferences with air districts, other CARB divisions, and industrial stakeholders to share findings of field studies and evaluations. Prepare and provide multi-media presentations. Provide customer service, technical support, and training. Follow up on issues raised in meetings and provide periodic updates on efforts. Maintain a clean work area and adhere to all safety measures and protocols. May perform other duties as necessary related to the classification.
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