Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Automotive Emission Test Specialist III	Position Number: 673-930-6954-010
Incumbent Name: Vacant	Working Title: Emission Test Specialist III	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Evaporative Emissions Testing Section	Reporting Location: Riverside
Supervisor's Name: Shishan Hu	Supervisor's Classification: Air Resources Supervisor I	CBID: R11
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☐ Yes ☒ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Evaporative Emissions Testing Section (EETS) is part of the Light-Duty Testing Branch. The primary objective of the EETS is to provide reliable and accurate evaporative emission data in support of the California Air Resources Board's vehicle testing programs in areas of certification, in-use compliance, regulatory development, enforcement, emissions inventory and research using three variable-volume, variable temperature Sealed Housing for Evaporative Determination (SHED) enclosures, and a running loss SHED with a chassis dynamometer. These SHEDs at the Southern California Headquarters facility shall follow strict testing guidelines provided in the California Code of Regulations (CCR) and Code of Federal Regulations (CFR).

Competencies

As an Automotive Emission Test Specialist III, the incumbent must have at least intermediate proficiency in the competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also have advanced proficiency in the following competencies:

- collaboration
- communication
- customer engagement

Position Description

The Automotive Emission Test Specialist (AETS) III is the advanced journey level of the AETS series. Under the general direction of an Air Resources Supervisor I, the incumbent is responsible for testing light- and medium-duty vehicles, motorcycles, off-highway recreational vehicle, small off-road engine, and spark-ignition marine watercraft in a SHED to measure evaporative emissions in accordance with the Code of Federal Regulations (CFR), the California Code of Regulations (CCR), established Standard Operating Procedures (SOP), and test plan requirements in a timely manner. Other responsibilities include, but not limited to the following: setting up and driving test vehicle on a dynamometer or in a SHED; operating and maintaining laboratory test equipment, i.e., analyzer benches, fuel conditioning cart, constant volume sampler (CVS), road speed fan (RSF), sample collection system II (SCSII), electric vehicle charging station, vehicle car stacker, robot driver, and other equipment; replacing gas cylinders; performing quality control (QC) system checks; having a thorough understanding of the Test Automation System (TAS); assisting project and test engineers with data acquisition; providing test vehicle coordination services; scheduling test and entering data; carrying out assignments involving fueling and draining test vehicles; collecting fuel samples; performing canister preconditioning; performing vehicle diagnostics, repair and maintenance services; procuring needed resources to carry out assignments; and providing other test support services. The incumbent is proficient in the use of Microsoft Office applications including Outlook, Word, and Excel. In addition, the incumbent will be given testing instructions from Air Resources Engineers/Air Pollution Specialists within the EETS to carry out program needs and communicate such instructions to other members of the section. Verbal and written communication skills are essential in fulfilling daily work assignments and coordination activities for testing operations. Incumbent at this level will support training of AETS I and II staff as needed.

% of Time	Essential Functions
35%-E	Perform the evaporative emission tests and quality control checks in SHED and RL-SHED in accordance with the applicable regulations, established SOPs, QC procedures and test plan requirements. Use the TAS to set up test parameters and initialize laboratory testing equipment. Review quality control and test reports for errors. Drive vehicles on a dynamometer following a driving schedule. Plan with project and test engineer on data acquisition methods, equipment arrangement to meet test plan requirements. Perform fuel drain and fill of test vehicles, canister preconditioning, collection of fuel samples and On-Board Diagnostic (OBD) data. Perform daily startups and shutdowns for the SHED, dynamometer, CVS, analyzer benches and other equipment. Communicate with other members of the section to plan out testing activities daily.
30%-E	Review manuals and operational videos. Troubleshoot, diagnose, repair, and maintain emission testing equipment. Perform the diagnosis and verification of test cell equipment including gas leak, bag contamination, dynamometer coast-down performance, and analyzer bench calibrations. Document and communicate findings with test engineers and seek direction. Conduct dynamometer derivation procedures to determine vehicles' dynamometer

	coefficients. Observe and assist contractors and equipment manufacturers during their service visits. Document activities in the test cell electronic log.
20%-E	Perform regular maintenance test equipment as required per manufacturer recommendations. Ensure necessary equipment and supplies are available for service. Routine maintenance includes dynamometer lubrication, SHED cleaning and GC bag making. Prepare test cells for weekly quality control checks. lead the installation, calibration and service of the most complex chemical, electronic and mechanically operated test equipment. Participate in regularly scheduled training programs for SOPs, new equipment operation and cross training sessions within the Mobile Source Laboratory Division. Provide support to other test cells and other areas within Mobile Source Laboratory Division's areas of responsibilities. Ensure safety training is completed and observe safety policies and procedures.
10%-E	Prepare routine reports and activity reports. Procurement of automotive supplies, devices, and lab supplies. Coordinate vehicle repairs. Maintain cleanliness and organization of test cells and work areas.
5%-M	Support laboratory staff in conducting cylinder and equipment inventory.

Typical Physical Conditions/Demands

This position requires physical ability, agility, dexterity, and coordination to perform the following tasks:

a. Drive vehicles on a dynamometer while maintaining a speed profile displayed on a monitor.
b. Work in an area with fast moving dynamometer rolls located on the floor.
c. Get under vehicles to attach and disconnect connectors and fittings.
d. Move gas cylinders weighing 130 lbs. with the aid of manually operated cylinder carts.
e. Move and park vehicles in close quarters in the presence of people working on other projects. May require the use of a vehicle mover.
f. Move and lift testing equipment weighing up to about 30 lbs. with or without reasonable accommodation.

Typical Working Conditions

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☒ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Travel up to _____ percentage

☐ Bilingual Fluency needed in _____(language) ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date