

POSITION: VEHICLE EMISSIONS COMPLIANCE SPECIALIST

Posting# 3014-0417ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY RANGE: Step 34 \$20.38 per hour – Step 40 \$23.43 per hour
\$1,630 - \$1,874 bi-weekly**

Salary is based upon education and experience

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 14, 2017

CLOSING DATE: *Opened Until Filled

***All applications received by April 28, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Works with Inspection/Maintenance (I/M) Program Stations and mechanics to ensure compliance with vehicle emission control rules and regulations; and Trains, certifies, and re-certifies mechanics and stations.

DUTIES INCLUDE:

- Audits each emission inspection station in an assigned geographical area at least once every two months, and insures that proper testing procedures are followed.
- Collects computerized inspection records of I/M testing stations.
- Maintains computerized records of covert audits.
- Maintains and upgrades photo library of I/M technicians.
- Trains new auditors.
- Maintains and inventories shop equipment, supplies and tools.
- Tests OBDII vehicles and trains technicians to do likewise.
- Contacts, coordinates and cooperates with other departments and agencies as directed.
- Checks emission analyzer for accuracy.
- Ensures good mechanical repair of all analyzers.
- Suggests policies and procedures to improve I/M program operations.
- Teaches mechanic certification training classes, and develops study guides and tests for curriculum training.
- Teaches general and advanced engine performance and adjustment procedures.
- Prepares clear and technical bulletins of program changes for I/M stations.
- Observes mechanics in stations performing official I/M tests.
- Conducts practical exams for certified mechanics.
- Reviews written tests, and makes suggestions for improving performance.
- Investigates consumer complaints and recommends corrective action.
- Provides information to mechanics and to the public.

Attends factory-sponsored mechanic training and EPA seminars.
Assists in writing formal warning and suspension notices.
Participates in hearings conducted to determine courses of administrative action against I/M stations and I/M mechanics.
Recommends stations for undercover auditing and prepares vehicles for audit.
Offers advice on technical issues of the I/M program.
Performs tests on vehicles eligible for warranty work, and assists in resolving related disputes.
Prepares vehicles for undercover audits
Oversees and certifies engine change verifications.
Performs tests on diesel fueled vehicles.
Determines if vehicles qualify for waivers and issue waivers.
Performs I/M 240 tests and assists with the RSD program as assigned.
Responds to public health emergencies as required by the department or division administration.
Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of automotive repair and diagnosis
Knowledge of vehicle emission control systems and related automotive systems
Knowledge of I/M testing procedures and regulations
Knowledge of sources and control of air pollution, principles of geography, altitudes and their effects on air pollution
Knowledge of the mechanical operation for both diesel and gasoline engines
Skilled in written and verbal communication
Ability to teach technical skills and information;
Ability to maintain cooperative and effective working relationships with auto mechanics, auto shop owners, vehicle manufacturers, the public, and other County employees
Ability to remain calm with people who may have hostile feelings towards the program.

REQUIREMENTS FOR EMPLOYMENT:

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.
High school diploma or equivalent; and Four (4) years work experience in automotive engine performance and emission control diagnosis / repair.

LICENSURE/CERTIFICATIONS:

Incumbent must possess a valid State of Utah drivers license.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.