

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: VEHICLE EMISSIONS COMPLIANCE SPECIALIST
CLASS CODE: 3014
EFFECTIVE DATE: 04/13/2017 (Revised 4/25/2006 version)
MARKET POINT: Based on applicable market study
DEPARTMENT: Health, Environmental Division

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.

ESSENTIAL FUNCTIONS

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.
Determines if vehicles qualify for waivers and issue waivers.
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.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Perform gray-market and challenge / referee tests.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of vehicle emission control systems and related automotive systems

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

Knowledge of I/M testing procedures and regulations

Knowledge of automotive repair and diagnosis

Skilled in written and verbal communication

Ability to maintain cooperative and effective working relationships with auto mechanics, auto shop owners, vehicle manufacturers, the public, and other County employees

Ability to teach technical skills and information

Ability to remain calm with people who may have hostile feelings towards the program

PHYSICAL DEMANDS

Occasionally sit at a desk or table; Typically walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 100 pounds; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, hearing protection, and gloves; and Work exposes incumbent to possible bodily injury from daily travel and shop hazards.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; and Four (4) years work experience in automotive engine performance and emission control diagnosis / repair.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.