

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: INSPECTION AND MAINTENANCE PROGRAM MANAGER
CLASS CODE: 3018
EFFECTIVE DATE: 04/13/2017 (Revised 4/19/2006 version)
MARKET POINT: Based on applicable market study
DEPARTMENT: Health

JOB SUMMARY

Under general direction, supervises Gas I/M program; Trains, directs, monitors, and assigns the work of others; and Acts as a resource for complex program or compliance problems.

ESSENTIAL FUNCTIONS

Supervises, schedules, coordinates, assigns and evaluates the work of assigned staff.
Proposes recommendations regarding the hiring and retention of staff.
Plans and implements programs for employee education and development
Provides technical assistance for the application and compliance of assigned programs.
Ensures the proper functioning of I/M equipment by performing compliance audits and reviewing work of staff.
Responds to program complaints.
Collects and analyzes I/M program data.
Generates reports pertaining to the I/M program.
Attends seminars, conferences, and other meetings as directed to receive current program-related information.
Maintains current knowledge of regulatory guidelines, policies, and procedures.
Serves as a resource to supervisors, I/M personnel, the public, business operators, educators, the media, and others.
Recommends program budget expenditures.
Orders supplies and equipment as needed for I/M programs and technical center.
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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable rules and regulations pertaining to the I/M programs
Knowledge of air quality issues and control strategies
Knowledge of supervisory techniques
Skill in written and verbal communication
Skill in computer databases and data analysis
Ability to effectively direct others in their work
Ability to calibrate and maintain emissions testing equipment including dynamometers, smoke meters, and emission analyzers
Ability to establish and maintain effective working relationships with co-workers, the public, media entities, station owners, and mechanics
Ability to make decisions and to solve problems

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PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 100 pounds; Use tools or equipment requiring a high degree of dexterity; 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; and Work requires use of protective devices such as masks, goggles, hearing protection and gloves.

EDUCATION AND EXPERIENCE

Equivalent to an Associates Degree in a related science; and four (4) years work experience in a vehicle emission I/M Program. Work experience indicating the ability to calibrate and maintain emission testing equipment is preferred.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah driver's 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.