



# Bureau Director – Air Quality

## Job Description

Department: Health  
Position: Career Service  
Grade: 728  
Supervisory: Yes  
Reports to: Division Director – Environmental Health

### Summary

Under general guidance and direction of the Division Director – Environmental Health, supervises air quality programs and services in Utah County. Professional duties include training, assigning, directing, and monitoring the work of others. The Bureau Director is an expert resource in the field or function over which he or she presides.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Ensure efficient operations of assigned health programs and services; approve time off requests and schedules to ensure appropriate coverage.
3. Identify, evaluate, and resolve personnel concerns.
4. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Evaluate performance and conduct performance appraisals.
6. Recommend budget for the division and assist with preparing the annual report.
7. Coordinate and evaluate programs; make recommendations for improvement.
8. Plan and implement policies for employee education and development; train groups about environmental health practices; promote teamwork and participation.
9. Interact with division personnel to ensure environmental health services are being implemented effectively.
10. Work in the field with program personnel to gain a better understanding of the services being provided; assess the competency and training needs of employees.
11. Maintain current knowledge of regulatory guidelines, policies, and procedures, and implement the same.
12. Provide updated program information to the Division Director, Program Managers, and other personnel.

### For Office Use Only

Job Code: 1630  
Job Title: Bureau Director – Air Quality  
FLSA: Exempt  
Effective Date: 5/3/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Bureau Director

13. Ensure personnel comply with federal, state, and local regulations; assist with ongoing training.
14. Function as liaison with related federal, state, and local agencies; serve on committees as assigned within the local Health Department, in the community, and on the state and federal level, including boards that recommend policies, health codes, rules, laws, and regulations; coordinate and conduct activities, as assigned.
15. Conduct studies and research; prepare reports as required.
16. Serve as hearing officer; schedule administrative hearings.
17. Perform on-site inspections, as needed.
18. Respond to, coordinate, and investigate complaints, including after hours emergencies.
19. Discuss noncompliance issues with Division Director, Program Managers, and other personnel; determine and document enforcement action and follow up to ensure required action was implemented.
20. Provide compliance suggestions and information to the public, contractors, and businesses.
21. Fill in, assist, and accept responsibilities of programs beyond those regularly assigned, as needed.
22. Serve as Division Director – Environmental Health in his/her absence, as assigned.
23. Respond to public health emergencies as required by the department or division administration.
24. Carry provided cellular phone or other emergency communication devices during all work hours and at all other times when unavailable by phone.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of County Code 6.04 (Vehicle Emission Inspection/Maintenance) and current relevant health codes, laws, regulations, and guidelines
- Knowledge of vehicles and vehicle emission control systems and strategies
- Knowledge of supervisory techniques
- Knowledge of health department procedures and division standards
- Skilled in repairing, adjusting and manipulating a vehicle engine and its emission control system and other parts to perform certain functions and achieve various emission levels
- Skilled in discerning when and type of enforcement action needed
- Skilled in using computers and standard software applications
- Skilled in performing field inspections and preparing detailed reports
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to promote cooperation and compliance without enforcement actions
- Ability to effectively train and supervise others
- Ability to appropriately respond to clients and employees in stressful or other undesirable situations

### **Supervisory Responsibility**

For Office Use Only

Job Code: 1630

Job Title: Bureau Director – Air Quality

FLSA: Exempt

Effective Date: 5/3/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Bureau Director

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work is periodically performed in a mechanical shop setting. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation and or hazardous chemicals. This job occasionally requires the use of protective devices such as masks, goggles, and gloves. Incumbent may be exposed to equipment, tools, and environmental elements that have the potential to cause bodily injury. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The employee is required to work for sustained periods of time maintaining concentration and attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds and may be required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee may be required to ascend or descend ladders, ramps, or rough terrain. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **For Office Use Only**

Job Code: 1630  
Job Title: Bureau Director – Air Quality  
FLSA: Exempt  
Effective Date: 5/3/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Bureau Director

**Required Education and Experience**

1. Associate degree related to automotive or diesel mechanics, or certification as an ASE Master Mechanic.
2. Seven (7) years of related mechanical experience of which a minimum of one (1) year is supervisory or program management experience.
3. Equivalent combinations of education, certification, and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with ASE Master Mechanic certification.

**Additional Eligibility Qualifications**

1. Applicant must possess and maintain the following Automotive Service Excellence (ASE) certifications:
  - a. Engine Repair Certification (A1)
  - b. Automatic Transmission Certification (A2)
  - c. Electrical Systems Certification (A6)
  - d. Engine Performance Certification (A8)
2. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants are strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

**For Office Use Only**

Job Code: 1630  
Job Title: Bureau Director – Air Quality  
FLSA: Exempt  
Effective Date: 5/3/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Bureau Director

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 1630

Job Title: Bureau Director – Air Quality

FLSA: Exempt

Effective Date: 5/3/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Bureau Director