



Program Manager – Air Quality

Job Description

Department: Health
Position: Career Service
Grade: 726
Supervisory: Supervisor
Reports to: Bureau Director – Air Quality

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

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

1. Supervises, schedules, coordinates, assigns and evaluates the work of assigned staff.
2. Proposes recommendations regarding the hiring and retention of staff.
3. Plans and implements programs for employee education and development
4. Provides technical assistance for the application and compliance of assigned programs.
5. Ensures the proper functioning of I/M equipment by performing compliance audits and reviewing work of staff.
6. Responds to program complaints.
7. Collects and analyzes I/M program data.
8. Generates reports pertaining to the I/M program.
9. Attends seminars, conferences, and other meetings as directed to receive current program-related information.
10. Maintains current knowledge of regulatory guidelines, policies, and procedures.
11. Serves as a resource to supervisors, I/M personnel, the public, business operators, educators, the media, and others.
12. Recommends program budget expenditures.
13. Orders supplies and equipment as needed for I/M programs and technical center.
14. Responds to public health emergencies as required by the department or division administration.
15. 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

For Office Use Only

Job Code: 3018
Job Title: Program Manager – Air Quality
FLSA: Non-Exempt
Effective Date: 7/8/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Manager

- 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

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

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.

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 a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is occasionally required to walk, stand, or stoop. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

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Incumbent must work forty (40) hours each week 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.

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.

Required Education and Experience

1. Associate degree in a related science or equivalent.
2. Four (4) years of work experience in a vehicle emission I/M program.

Preferred Education and Experience

1. Preference may be given to applicants with work experience indicating the ability to calibrate and maintain emission testing equipment.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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.

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

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

Candidate / Employee _____ Date _____

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