



Program Supervisor – Air Quality

Job Description

Department: Health
Position: Career Service
Grade: 727
Supervisory: Supervisor
Reports to: Bureau Director – Air Quality

Summary

Under general guidance and direction of the Bureau Director – Air Quality, supervises Vehicle Emission Inspection and Maintenance (I/M) program. Trains, directs, monitors, and assigns the work of others. 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. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Plan and implement programs for employee education and development.
5. Provide technical assistance for the application and compliance of assigned programs.
6. Ensure the proper functioning of Vehicle Emission Inspection and Maintenance (I/M) equipment by performing compliance audits and reviewing the work of staff.
7. Respond to program complaints.
8. Collect and analyze I/M program data.
9. Generate reports pertaining to the I/M program.
10. Attend seminars, conferences, and other meetings as directed to receive current program-related information.
11. Maintain current knowledge of regulatory guidelines, policies, and procedures.
12. Serve as a resource to supervisors, I/M personnel, the public, business operators, educators, the media, and others.
13. Recommend program budget expenditures.
14. Order supplies and equipment as needed for I/M programs and technical center.
15. Respond to public health emergencies as required by department or division administration.

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Effective Date: 9/2/2026
Public Safety: No

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

16. Carry provided communication device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
17. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of applicable rules and regulations pertaining to the I/M programs
- Knowledge of air quality issues and control strategies
- Skilled in written and verbal communication
- Skilled in computer databases and data analysis
- Skilled in supervisory techniques
- 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 make decisions and to solve problems
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

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

Work Environment

This job operates in a professional office environment, library, computer room, or other environmentally controlled rooms but may require periods of exposure to hot, cold, or inclement weather. The noise level in the work environment is usually high. Work may expose the incumbent to hazardous chemicals, fumes, and noxious odors, dusts, mists, gases, and poor ventilation and requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to possible bodily injury from moving mechanical parts or equipment, tools, or machinery. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is 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.

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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 is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and the ability to adjust focus and works for sustained periods of time maintaining concentration 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

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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's degree in automotive, diesel mechanics, or a closely related field ; OR Current certification from the National Institute for Automotive Service Excellence (ASE) as a Master Mechanic.
2. Four (4) years of work experience in a vehicle emission I/M program.
3. Equivalent combinations of education, certification, and experience may also be considered.

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.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Centers for Disease Control (CDC) 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.

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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.

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

Candidate / Employee _____ Date _____

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