



# Vehicle Emissions Compliance Specialist

## Job Description

Department: Health  
Position: Career Service  
Grade: 723  
Supervisory: No  
Reports to: Bureau Director – Environmental Health

### 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

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

1. Audits each emission inspection station in an assigned geographical area at least once every two months, and insures that proper testing procedures are followed.
2. Collects computerized inspection records of I/M testing stations.
3. Maintains computerized records of covert audits.
4. Maintains and upgrades photo library of I/M technicians.
5. Trains new auditors.
6. Maintains and inventories shop equipment, supplies and tools.
7. Tests OBDII vehicles and trains technicians to do likewise.
8. Contacts, coordinates and cooperates with other departments and agencies as directed.
9. Checks emission analyzer for accuracy.
10. Ensures good mechanical repair of all analyzers.
11. Suggests policies and procedures to improve I/M program operations.
12. Teaches mechanic certification training classes, and develops study guides and tests for curriculum training.
13. Teaches general and advanced engine performance and adjustment procedures.
14. Prepares clear and technical bulletins of program changes for I/M stations.
15. Observes mechanics in stations performing official I/M tests.
16. Conducts practical exams for certified mechanics.
17. Reviews written tests, and makes suggestions for improving performance.
18. Investigates consumer complaints and recommends corrective action.

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FLSA: Non-Exempt

Effective Date: 9/18/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

19. Provides information to mechanics and to the public.
20. Attends factory-sponsored mechanic training and EPA seminars.
21. Assists in writing formal warning and suspension notices.
22. Participates in hearings conducted to determine courses of administrative action against I/M stations and I/M mechanics.
23. Recommends stations for undercover auditing and prepares vehicles for audit.
24. Offers advice on technical issues of the I/M program.
25. Performs tests on vehicles eligible for warranty work, and assists in resolving related disputes.
26. Prepares vehicles for undercover audits
27. Oversees and certifies engine change verifications.
28. Determines if vehicles qualify for waivers and issue waivers.
29. Responds to public health emergencies as required by the department or division administration.
30. 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.

Additional Responsibilities may include:

1. 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

### **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

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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.

### **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. The employee occasionally sits at a desk or table and is typically required to walk, stand, or stoop. The employee 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**

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

### **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.

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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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