



Vehicle Emissions Compliance Specialist II

Job Description

Department: Health
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Bureau Director – Air Quality or Environmental Health

Summary

Under general guidance and direction of a Bureau Director, the Vehicle Emissions Compliance Specialist II is responsible for ensuring compliance with emissions regulations through a combination of auditing, technical expertise, and training. This role involves conducting inspections, investigating complaints, providing technical support, and developing and delivering training programs.

Essential Functions

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

I. Audit and Compliance Enforcement

1. Conduct on-site audits of emission inspection stations in assigned geographical area to verify compliance with regulations.
2. Maintain records of audits and investigations.
3. Recommend and prepare vehicles for undercover audits.
4. Investigate consumer complaints and recommend corrective actions.
5. Investigate deferral submissions for illegal irregularities.
6. Investigate situs (secondary out-of-county addresses) to verify emissions compliance.
7. Assist in writing and serve formal warning and suspension notices.
8. Participate in administrative hearings to determine course of action against stations and I/M mechanics.
9. Use Division of Motor Vehicle data to track fleets within Utah County and coordinate with fleet manager to ensure vehicles meet emissions requirements.
10. Serve as referee for inspections on potentially compromised vehicles.

II. Technical Expertise and Training

11. Test On-Board Diagnostic II (OBDII) vehicles and train emissions certified technicians on OBDII testing procedures.

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FLSA: Non-Exempt
Effective Date: 9/16/2024
Public Safety: No

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

12. Maintain and calibrate emissions testing equipment.
13. Develop and conduct training programs for mechanics, including certification classes, engine performance, and emissions regulations.
14. Observe and recertify mechanics performing emissions tests; provide additional training as needed.
15. Conduct practical and written exams for mechanic certification.
16. Offer technical advice on emissions-related issues.
17. Perform diagnostic tests on vehicles for warranty work.
18. Determine eligibility for emissions waivers or deferrals which may require conducting vehicle inspections.
19. Provide information on the program to the public.
20. Maintain ASE and other applicable certification credentials.

III. Administrative and Support Functions

21. Maintain records, including photo library of technicians and inventory of shop equipment.
22. Coordinate with other departments and agencies.
23. Assist in developing policies and procedures.
24. Attend industry and other applicable training seminars as directed.
25. Respond to public health emergencies as required by the department or division administration.
26. Carry 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

- Considerable knowledge of automotive systems, particularly emissions control systems and OBDII technology
- Considerable knowledge of I/M testing procedures and regulations
- Knowledge of sources and control of air pollution, principles of geography, altitudes and their effects on air pollution
- Knowledge of the mechanical operation of diesel and gasoline engines and the effects of combustion on air quality
- Knowledge of automotive repair and diagnosis
- Skilled in utilizing various computer applications, including word processing, spreadsheets, and databases
- Ability to identify gray-market vehicles
- Ability to referee tests on customer vehicles
- Ability to follow written and verbal instructions and ask job-related questions
- Ability to understand and follow safety procedures
- Ability to coordinate tasks efficiently and collaborate effectively with the team
- Ability to prioritize tasks and meet deadlines

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- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to adhere to County and department standards of conduct
- Ability to develop curriculum and teach technical skills
- Ability to work under minimal supervision and exercise independent judgment to carry out assignments
- Ability to communicate effectively both verbally and in writing
- Ability to remain calm during interactions with individuals who are angry or otherwise upset

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

This job operates in an office environment but also requires regular field work which exposes the incumbent to all weather conditions. Work requires attendance, physical presence, and timeliness. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, electrical hazards, and to possible bodily injury from moving mechanical parts of equipment, tools, machinery, or slippery walking surfaces. This job requires the use of protective devices as per appropriate standards such as OSHA and other governing bodies. 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 loud. 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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. 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 office supplies and equipment up to seventy-five (75) 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. High school diploma or equivalent.
2. Four (4) years of work experience in automotive engine performance and emission control diagnosis and repair.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to candidates who are bilingual in English and Spanish.
2. Preference may be given to currently certified Utah County Emissions Technicians.

Additional Eligibility Qualifications

1. Applicants must possess a minimum of one (1) of the following ASE Certifications: Engine Repair, Electrical, Engine Performance, Automatic Transmission/Transaxle.
2. Applicants 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 must possess or obtain Utah County Emissions License during the probationary period for new employees or the trial period for County employees promoted through competitive recruitment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

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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.

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

Candidate / Employee _____ Date _____

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