



Vehicle Emissions Compliance Specialist I

Job Description

Department: Health
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Bureau Director – Air Quality or Environmental Health

Summary

Under the general supervision of a Bureau Director, the Vehicle Emissions Compliance Specialist I is responsible for ensuring compliance with emissions regulations by conducting inspections, investigating complaints, and providing basic customer support. Incumbents perform work at an entry or training level or perform tasks that are less complex than those performed at the Vehicle Emissions Compliance Specialist II level.

Essential Functions

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

1. Conduct on-site audits of emission inspection stations in assigned geographical area to verify compliance with regulations.
2. Maintain records of deferrals, fleets, and investigations.
3. Recommend and prepare vehicles for undercover audits.
4. Assist in investigating consumer complaints.
5. Investigate deferral submissions for illegal irregularities.
6. Investigate situs (secondary out-of-county addresses) to verify emissions compliance.
7. Use Division of Motor Vehicle data to track fleets within Utah County and coordinate with fleet manager to ensure vehicles meet emissions requirements.
8. Assist in testing On-Board Diagnostic II (OBDII) vehicles.
9. Maintain and calibrate emissions testing equipment.
10. Administer written exams for mechanic certification.
11. Determine eligibility for emissions waivers or deferrals which may require conducting vehicle inspections.
12. Provide information on the program to the public.
13. Maintain records, including photo library of technicians and inventory of shop equipment.
14. Coordinate with other departments and agencies as assigned.
15. Make suggestions for program improvements.

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Job Title: Vehicle Emissions Compliance Specialist I
FLSA: Non-Exempt
Effective Date: 9/16/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
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16. Attend industry and other applicable training seminars as directed.
17. Respond to public health emergencies as required by the department or division administration.
18. 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

- Basic knowledge of automotive systems, particularly emissions control systems and OBDII technology
- Basic knowledge of sources and control of air pollution, principles of geography, altitudes and their effects on air pollution
- Basic knowledge of Inspection and Maintenance (I/M) testing procedures and regulations
- Basic knowledge of automotive repair and diagnosis
- Skilled in utilizing various computer applications, including word processing, spreadsheets, and databases
- 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
- 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 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.

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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

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. Two (2) years of work experience in the automotive industry or an Inspection and Maintenance related field.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with any current ASE Certifications.
2. Preference may be given to candidates who are bilingual in English and Spanish.

Additional Eligibility Qualifications

1. 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.
2. County employees reassigned, transferred, or reclassified to this job through career ladder advancement must possess these certifications and licenses upon reassignment, transfer, or career ladder advancement.

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3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
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

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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