



Vehicle Emissions Technical Specialist

Job Description

Department: Health
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Bureau Director – Environmental Health

Summary

Responsible for operations of I/M Technical Center gasoline vehicle testing and performs functions involving the regulation of motor vehicle emissions. This is a technical specialist classification level requiring specialized testing and analytical work.

Essential Functions

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

1. Assists in the operation of the I/M Technical Center which includes gray market testing, challenge / referee testing, warranty testing, diesel testing, and engine changes.
2. Oversees and certifies engine change verifications.
3. Assists public to make engine year and type determinations.
4. Coordinates, supervises, and performs I/M 240 testing.
5. Calibrates and maintains sensitive I/M 240 equipment.
6. Assists with RSD Program in equipment operation and data analysis.
7. Teaches I/M related and certification courses as directed.
8. Investigates complaints regarding I/M program and makes recommendations for corrective action.
9. Investigates discrepancies concerning vehicle registrations including out of county registration, out of state affidavits, and altered certificates.
10. Determines criteria for establishing certified emissions repair facilities.
11. Maintains list of certified emissions repair facilities.
12. Assists in updating station handbook and study guide.
13. Assists in writing technical bulletins for I/M stations regarding program changes, policy changes, and program concerns.
14. Audits annual registration of public fleet vehicles to insure compliance with I/M procedures and state registration.
15. Provides public information and assistance as needed.

For Office Use Only

Job Code: 3015

Job Title: Vehicle Emissions Technical Specialist

FLSA: Non-Exempt

Effective Date: 10/30/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

16. Responds to public health emergencies as required by the department or division administration.
17. 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. Coordinates public relations activities under the supervision of the Bureau Director

Knowledge, Skills, and Abilities

- Skilled in written and verbal communication
- Ability to perform preventative maintenance and diagnosis of various automotive systems, including engine tune-up, emissions control, computer engine control, and analyzer usage
- Ability to train co-workers in the use of technical emissions equipment
- Ability to maintain effective working relationships with fleet manager, mechanics, station owners, co-workers, and the public

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 a library, computer room, or other environmentally controlled building; 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, moving vehicles and dynamometer; 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 regularly required to walk, stand, or stoop. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to frequently lift, carry, push, pull, or otherwise move objects weighing up to twenty (20) pounds and occasionally lift, carry, push, pull, or otherwise move objects weighing up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

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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 of work experience in automotive engine performance and emission control diagnosis and repair.

Preferred Education and Experience

1. Preference may be given to applicants with work experience indicating the ability to calibrate and maintain I/M 240 testing equipment, including the I/M 240 dynamometer and Constant Volume Sampler (CVS).

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.

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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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