



Salt Lake County Job Description

Air Pollution Control Coordinator

DEPARTMENT: Human Services

DIVISION: Health/2150

JOB CODE: 799 **GRADE:** 014

FLSA STATUS: Non-Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 09/01/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Performs advanced and specialized work in the Environmental Health Division motor vehicle inspection and maintenance (I/M) program, coordinating undercover audits, enforcement, education, and program management.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in engineering, natural, physical or environmental sciences, or a closely related field, plus three (3) years of full-time experience in an air pollution control program; OR an equivalent combination of training and experience.

Must obtain certification as an I/M Technician within six (6) months of date of hire.

Must obtain certification through the accredited EPA Method 9 Visible Emissions Evaluation Program within one (1) year of hire date.

Licensure in the State of Utah as an Environmental Health Scientist is preferred but not required.

It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria, and Acellular Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.

Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.

Due to the nature of this position, the successful applicant may be required to pass a pre-employment background check.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

May be required to have a vehicle available for work.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Plans, directs, and delegates air pollution control specialists and undercover auditors in program enforcement practices. Assigns daily tasks, trains, and evaluates undercover auditors.

- Manages undercover auditor program budget, purchasing, cash drawer, and imprest account duties for undercover audit activities.
- Monitors and investigates businesses and individuals subject to vehicle I/M laws.
- Prepares notices of violation; works with administration, legal counsel, and courts; testifies as an expert witness in court and administrative hearings, and conducts enforcement meetings and administrative conferences.
- Coordinates I/M program reporting practices, program investigations, evidence collection, data analysis, and program enforcement.
- Trains air pollution control staff, I/M station operators, and technicians in vehicle I/M program regulations and procedures.
- Acts as an expert and consults on air pollution and vehicle emissions sources, Conducts studies into causes and solutions to air pollution control and vehicle emissions problems; investigates methods to prevent pollution and lessen public health risks; implements strategies for emissions reductions, abatement, and control.
- Develops and implements public education programs.
- Contacts, coordinates, and cooperates with and provides assistance to other agencies, departments, municipalities, citizen groups, utilities, and others.
- Complies with all Department standards and protocols to assure safety and good work practices for staff and clients to prevent work–related risks.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Sources of air pollution
- Vehicles and vehicle emission control systems and strategies
- Principles of meteorology
- Federal, State, local, and Health Department laws related to environmental health
- Report writing, accounting, and book keeping
- Research and statistical methods, data collection and analysis, and data entry and retrieval
- Effective public relations and health education methods and techniques
- Effective supervision and program management

Skills and Abilities to:

- Repair, adjust and manipulate a vehicle engine and its emission control system and other parts to perform certain functions and achieve various emission levels
- Communicate effectively, both orally and in writing
- Work with minimum supervision and act independently when appropriate
- Effectively supervise, train, and motivate others, and effect change in ideas and attitudes
- Plan and conduct research
- Design, organize, coordinate, and develop programs and policies

- Prepare material for media and community dissemination
- Operate a personal computer, sampling and testing equipment, and other job-related equipment
- Assess public health risk, respond adequately to problems, and utilize problem solving techniques
- Establish and maintain effective working relationships with public, government, private groups, and individuals

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Considerable walking over rough terrain and going to difficult to access places; bending and kneeling.

May be required to carry bulky equipment necessary for performance of various duties.

May involve work around hazardous chemicals

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017/MB