



## Salt Lake County Job Description

# Air Pollution Control Coordinator

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**DEPARTMENT:** Human Services

**DIVISION:** Health/2150

**JOB CODE:** 799 **TBD GRADE:** 14

**FLSA STATUS:** Non-Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 12/15/2015

### **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, and 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 months of date of hire.

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

Licensed 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 & Pertussis) vaccine and the initial Tuberculosis skin test before beginning employment, or provide a copy of their immunization card prior to starting. The immunization card must show the vaccine name and date received.

Due to the nature of this position, the successful applicant may be required to pass a background investigation.

May be required to be an insured driver with a valid Driver License as required for job responsibilities.

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 impressed 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, 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, 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: 12/15/2015 MP