



CLASS SPECIFICATION

Class Title: I/M Specialist
Department: Health
FLSA: Non-exempt

Class Code: 6620
Grade: 17
Eff. Date: 05/18/15
Revised: 01/23/23

GENERAL PURPOSE

Under the general supervision from the Lead Inspection/Maintenance (I/M) Specialist or an Environmental Health Bureau Manger, performs working level duties in the I/M program to ensure compliance with the Davis County Motor Vehicle I/M Ordinance.

EXAMPLE OF DUTIES

- Conducts audits and inspections of I/M testing stations, I/M technicians, and vehicles
- Observes and records conditions using forms, equipment and proper inspection procedures.
- Assists in the training and retraining of I/M technicians.
- Assists in the investigation and enforcement of violations of the I/M ordinance.
- Maintains, calibrates and services test equipment to insure accuracy and reliability.
- Consults with and responds to questions from I/M technicians, I/M station personnel and the general public regarding audit results, test procedures, emissions requirements, reasons for test failure, re-testing requirements, etc.
- Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school and two (2) years of full-time employment in the automotive or I/M field, or graduation from a college or trade school with an Associate's Degree in automotive science or technology.

Preference for I/M Technician Permit.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: motor vehicle emission components and test procedures, laws, rules, and regulations pertaining to emissions requirements, monitoring and enforcement practices, the principles, techniques, practices, tools and materials required for I/M programs.

Skill in the use of tools, materials, and test equipment.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Ability to: manage, control, and maintain county equipment and property, ensure compliance with and follow standard safety practices and procedures common to equipment maintenance work, keep accurate records, design, format, and enter data into data base and generate necessary reports; follow written and oral instructions, communicate effectively (orally and in writing) establish and maintain effective working relationships with supervisors, other county employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**