



CLASS SPECIFICATION

Class Title: Lead I/M Specialist
Department: Health

Class Code: 619
Eff. Date: 1/26/96
Grade: 21

GENERAL PURPOSE

Under the general direction of an Environmental Health Supervisor, performs supervisory duties and oversight for I/M activities, also participates in one or more environmental health programs to enforce state, county, and city environmental health laws and regulations.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Supervises specific activities (investigations, undercover reviews, emissions testing, safety inspections) in environmental health air quality programs; hires, trains, schedules, and evaluates the work of staff specialists and technicians assigned to the program. Provides technical assistance to individuals assigned to I/M programs including field supervision and inspections.

Assists in the development of criteria, regulations, and operational procedures for a specific environmental health program.

Provides approved program information to industry, and local governmental agencies regarding the development, promotion, and enforcement of health laws and regulations.

Conducts and coordinates educational activities relating to specific environmental health programs in order to enforce State and County health laws and regulations.

Prepares and conducts surveys and investigations pertaining to a specific I/M program and prepares reports formulating recommendations.

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 an accredited college or university with a Bachelor's Degree in automotive technology or a related field and plus three (3) years of full-time related experience in automotive or inspection and maintenance programs, or an

acceptable combination of education and experience.

2. Special Requirements:

Must pass a criminal history background investigation.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid Utah driver's license.

3. Necessary Knowledge, Skills, and Abilities:

Considerable knowledge of: motor vehicle emission components and test procedures, laws, rules, and regulations pertaining to specific environmental health program areas, monitoring and enforcement practices, the principles, techniques, practices, tools and materials as required for I/M programs. Working knowledge of: the basic principles of chemistry, bacteriology, and other sciences relating to air and water quality, solid and hazardous waste disposal, statistical methods and terminology.

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

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: manage, control, and maintain county equipment and property, supervise and evaluate the work of others, 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.