



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMISSION CONTROL TECHNICIAN II	30	C	11.555
EMISSION CONTROL TECHNICIAN I	28	C	11.557

SERIES CONCEPT

Emission Control Technicians perform a variety of inspection, investigation, and technical assistance activities to ensure compliance of state-licensed emission control stations and emission control inspectors with state and federal laws and regulations regarding vehicle emissions, and to assist and inform the public regarding the state's emission control program.

Conduct on-site inspections of licensed emission control stations; ensure accuracy of computerized emission analyzer; audit the station's premises and inspectors for violations and perform remedial training for emission inspectors; verify employment of approved emission inspector; check for required manuals, placards, and signs and verify required licenses are posted and current; review inspection results with owner/managers; place stations out of service if violations are found; clear lock-out tamper codes when out-of-service status is lifted.

Conduct pre-licensing audit of emission control stations; test emission analyzer for accuracy; ensure presence of required manuals and employment of full-time approved emission inspector; document audit results for review by supervisor.

Conduct covert audits of targeted authorized emission control stations; identify and brief covert driver regarding what to observe as emission test is being performed; prepare and document covert audit vehicle to either pass or fail emissions test as needed; perform and document emission test before and after sending covert driver and vehicle to targeted station; perform surveillance of suspected violated emission control stations and inspectors.

Ride along with law enforcement officer and conduct roadside emissions testing of heavy duty diesel vehicles; explain test procedure and obtain required vehicle information from driver; inspect vehicle to determine it is safe to test; inspect for tampered emission control devices; perform snap idle opacity emission test; document test results, and explain results to drivers; report any observed safety hazards to law enforcement personnel; reinspect to verify repairs were made.

Perform emission tests at the department's emissions control lab for motorists challenging emission test results obtained from authorized emission control stations; inspect vehicle to ensure that it can safely be emission tested; perform appropriate emission test for fuel type; visually inspect for smoke and for tampered or missing emission control devices; inform motorist of test results.

Inspect alternate fueled vehicles to verify that appropriate modifications to the fuel system have been completed; complete exemption forms.

Evaluate compliance with waiver procedure for vehicles that cannot comply with state emission requirements; review documentation of repairs completed; inspect vehicles to determine that these repairs have been completed and contribute to resolving the reason for vehicle's emission test failure; issue or deny waiver documents.

Inspect vehicles involved in emission control warranty disputes, or sold with missing or tampered emission devices by dealers or private parties; research proper emission control device applications for specific vehicles; identify modifications; document inspection results and inform buyer and seller; advise parties of applicable state

SERIES CONCEPT (cont'd)

and federal regulations; mediate between owners and sellers to facilitate correction of problems causing emission test failure.

Evaluate motorists' complaints against licensed emission stations, emission inspectors, dealerships or private individuals as related to emissions control; inspect and document vehicle involved in dispute; write memorandum of findings to Supervising Emission Control Officer; assist in mediation between complainant and respondent.

Inspect and document vehicles with alleged illegal engine replacements; locate vehicle identification number (VIN) and engine number; complete report of inspection; inspect and approve vehicles with compliant engine replacements and emission modifications by issuing approval forms to motorist.

Maintain and service equipment in the state's emissions test lab, including vehicle hoist and equipment for testing light and heavy duty vehicles.

Make recommendations on, and review, training materials and course outline for Class I Emission Control Inspector review and recertification classes (gas and diesel); obtain vehicles for hands-on training exercises; schedule and conduct classes; administer written and practical inspector analyzer tests; review results with applicants; assist passing applicants with licensing procedures.

Provide testimony at administrative and court proceedings as requested.

Respond to inquiries on the State's emission control program from the public, licensees, and other governmental agencies; attend meetings and public events as a representative of the department as assigned; may prepare public relations material.

Utilize a hydraulic hoist for lifting vehicles during inspections for devices; utilize a dynamometer for simulated load testing of diesel vehicles during inspections.

Perform related duties as assigned.

CLASS CONCEPTS

Emission Control Technician II: Under general supervision, incumbents independently perform the range of duties described in the series concept. This is the journey level class in the series.

Emission Control Technician I: Under close supervision, incumbents receive training in some or all of the duties described in the series concept. This is the entry level in the series. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory job performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * For Emission Control Technician II positions, a Class I Nevada State Emission Inspector's license is required at the time of appointment and as a condition of continuing employment.

MINIMUM QUALIFICATIONS (cont'd)

EMISSION CONTROL TECHNICIAN II

EDUCATION AND EXPERIENCE: One year of experience as an Emissions Control Technician I in Nevada State service; **OR** equivalent experience in another jurisdiction. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: performance criteria and procedures for conducting emission checks and issuing compliance certificates; emission standards and requirements for vehicle registration; engine and emission system design on light-duty and heavy-duty diesel and gasoline vehicles; emission diagnostics as applied to recognizing emission problems and identifying appropriate repairs; computer configurations on current vehicles; automotive servicing equipment and computer emission analyzers utilized in emission inspection stations. **Ability to:** conduct training classes to explain emissions testing procedures, policies, and regulations; operate a personal computer; prepare complete, concise and organized reports of fact-finding activities that accurately reflect relevant facts and circumstances.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: NRS, NAC and agency policy/procedures regarding the licensing of emission inspection stations and inspectors; individual hardware and software requirements for infrared computer analyzers authorized for Nevada emissions testing; warranty inspection procedures required by the federal Environmental Protection Agency. **Ability to:** review training materials for inspector certification classes; conduct effective training for new and recertifying inspectors.

EMISSION CONTROL TECHNICIAN I

EDUCATION AND EXPERIENCE: An Associate of Arts degree in automotive technology and one year of current journey-level mechanic experience at a licensed facility; **OR** two years of experience as described above; **OR** possession of the following three Automotive Service Excellence certificates: 1) Engine Performance, 2) Advanced Engine Performance, and 3) Engine Repair; **OR** an equivalent combination of education and experience. All of the preceding ways of qualifying for this class also require direct public contact experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: vehicle emission systems component devices; automobile engine operations particularly as related to the fuel and exhaust systems; tools and equipment used in automotive shops for testing engine operations; basic automotive repair procedures. **Ability to:** independently operate tools and equipment used in diagnosing and identifying problems in a vehicle emission system; read, interpret, and communicate regulatory requirements necessary to fully instruct licensee applicants; evaluate specific vehicles for compliance with emission control regulations and identify deficiencies; independently research and apply specifications from automotive technical manuals for a wide variety of vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level knowledge, skills and abilities for the Emission Control Technician II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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