



## VEHICLE EMISSIONS TECHNICIAN 1

3807

### GENERAL DESCRIPTION OF CLASS

The VEHICLE EMISSIONS TECHNICIAN 1 works with the public to test and record vehicle exhaust emission and noise levels, and checks emission control equipment. Employees issue certificates of compliance, process vehicle registration renewals and issue license plate tags, receive payments, account for cash, issue receipts and complete associated records.

### DISTINGUISHING FEATURES

This is the first level of a two-level series. Absence of responsibility for directing staff, coordinating activities at a vehicle testing site, and training station personnel in new inspection requirements distinguishes the Vehicle Emissions Technician 1 from the higher level.

### DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

#### 1. Vehicle Inspection

Conducts basic, enhanced, and On-Board Diagnostic (OBD) II inspections based on year of vehicle, Gross Vehicle Weight Rating or other defined vehicle characteristics. Greets customers entering the Clean Air Station; explains compliance requirements to help customer understand agency policies and procedures; questions customer to decide appropriate emissions inspection and directs customer to appropriate test lane.

Locates vehicle identification information on vehicle; enters and verifies appropriate vehicle information and mileage in computer database. Visually inspects under the hood of the vehicle to identify engine size, emission certification and emission control devices and records anything disconnected or missing. Instructs customer on test procedures. Visually inspects tire pressure and vehicle clearance to verify vehicle is safe to drive on dynamometer.

Attaches tachometer to vehicle engine. Attaches scan tool to on-board computer or connects sampling hose to exhaust system to detect pollutants. Drives customer's vehicle on dynamometer, accelerating and decelerating in response to computer cues. Visually checks for and records excessive exhaust smoke. Listens to noise and decides if further testing is needed; uses noise testing equipment to test if noise is within limits allowable by law.

Locates Vehicle Identification Number (VIN) on dash of vehicle; verifies VIN by comparing to the number on the doorpost of the vehicle. Stamps Driver and Motor Vehicle (DMV) Division VIN form to verify number is correct.

Notifies driver of test results and answers routine questions. Explains results of failed tests to customers and effectively manages customer's reaction. Issues certificate and receipt for vehicles that comply with emission standards and accepts payment for certificate.

Works with new staff to help them learn testing procedures. Oversees Clean Air Station operations in absence of Station Manager and Lead Inspector.

## **2. Vehicle Registration Renewal and Administration**

Processes vehicle registration renewals by reviewing registration renewal form for completeness, collecting fees, stamping registration tag number and date on registration forms and issuing registration renewal tags.

Reconciles lane paperwork to balance fees received with certificates and issued tags. Balances lane till and paperwork against compliance certificate and registration tag inventory to verify accuracy. Resolves discrepancies between transaction records and received funds. Follows accounting procedures for Oregon Department of Transportation (ODOT)/DMV and Department of Environmental Quality (DEQ) to maintain accurate inventories of DMV tags and DEQ certificates of compliance.

Occasionally, reviews all paperwork for the Clean Air Station to verify fees collected, and balance and inventory issued compliance certificates and registration tags. Notifies responsible inspector if there are errors and directs the inspector to resolve the discrepancy. Makes daily bank deposits.

## **3. Equipment and Station Maintenance**

Does daily start-up and shutdown of emissions testing and diagnostic equipment. Periodically calibrates testing equipment throughout the day and replaces filters. Sweeps, vacuums, mops, cleans restrooms, and empties garbage cans.

## **RELATIONSHIPS WITH OTHERS**

The Vehicle Emissions Technician 1 has continuous in-person contact with the public, including those who are angry, hearing-impaired, or non-English speaking. The Vehicle Emissions Technician 1 communicates instructions to the vehicle driver in order to complete the necessary tests, provides understandable answers to their questions, and explains why a vehicle did not pass the tests.

## **SUPERVISION RECEIVED**

The Vehicle Emissions Technician 1 receives general supervision from higher-level staff that observe and review testing activities and station records, and solve operational problems. Work is reviewed for proper procedures and standards, equipment maintenance, clean and safe testing sites, and complete logs and records. Detailed instructions exist for testing procedures, and guidelines cover acceptable emissions levels for most vehicles. Work is governed by, and must comply with, State and Federal environmental laws and pollution standards. Reference manuals are used to look up information on various types of pollution control equipment.

## **GENERAL INFORMATION**

The Vehicle Emissions Technician 1 works at self-contained Clean Air Stations throughout the State and must be willing to work outdoors in all weather conditions, in an environment with moving vehicles and equipment, vehicle exhaust fumes and noise. Employees stand, walk, bend, stoop, and lift vehicle hoods throughout the workday.

**KNOWLEDGE AND SKILLS (KS)****General knowledge of:**

Spoken English sufficient to understand and be understood by the public.
Written English sufficient to understand technical manuals and regulations.

**Basic knowledge of:**

Automotive emission control equipment sufficient to identify basic components.
Mathematics sufficient to make change for fee payments.

**Skill to:**

Communicate orally with a variety of people to give instructions, answer questions and explain information.
Work effectively with the public and co-workers.
Operate a computer terminal to input information.
Effectively deal with displeased, frustrated, confused or angry customers.
Collect money and make change.

**Special qualifications:**

All positions require a valid driver's license and skill in driving both automatic and manual transmissions.
All positions must obtain and maintain current Oregon Vehicle Emissions Technician certification.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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