



## VEHICLE EMISSIONS TECHNICIAN 2

3808

### GENERAL DESCRIPTION OF CLASS

The VEHICLE EMISSIONS TECHNICIAN 2 directs, coordinates and oversees the activities of lower-level technicians at a vehicle testing station, and works with the public to test and record vehicle exhaust emissions and noise levels. Employees issue certificates of compliance, receive payments, account for cash, issue receipts, and complete associated records. The Vehicle Emissions Technician 2 also does routine equipment and station maintenance.

### DISTINGUISHING FEATURES

This is the second level of a two-level series. Responsibility for directing staff and coordinating activities at a vehicle testing site, and training station personnel in new inspection requirements distinguishes this class from the lower level. The accountability for station logs, records, cash receipts and bank deposits, and ensuring that the site is clean and safe further distinguishes the Vehicle Emissions Technician 2 from the lower 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. Coordination and Administration

Assigns work to lower-level technicians, and participates with station manager to develop work procedures and employee schedules to meet service level goals. Monitors work performance for proper procedures, established goals, objectives, and target dates; maintenance of station equipment; and accurate completion of records and logs. Coaches employees to improve work performance. Recommends corrective action to Station Manager.

Trains other technicians in new inspection requirements and technical or procedural changes. Accounts for and delivers, or assigns delivery of, cash receipts to bank for deposit. Balances daily receipts. Resolves discrepancies between transaction records and funds received. Keeps accurate inventory of supplies, forms, registration renewal tags and certificates. Orders additional inventory. Prepares daily and monthly reports.

Reviews technician timesheets for accuracy. Resolves discrepancies and explains payroll policies and procedures to employees. Makes appropriate adjustments as directed by Department of Environmental Quality (DEQ) payroll department and explains adjustment to affected employee.

#### 2. Vehicle Inspection

Does the more difficult emissions tests and responds to customers. Clarifies procedures and results of emissions tests for staff and customers. Decides which of the test processes is appropriate for difficult to test vehicles. Answers technical, procedural, policy, rule, and regulation questions for Vehicle Emissions Technician 1, customers and other staff. Provides support and assistance to technicians when dealing with angry or confused customers. Resolves disputes that may arise

between staff. Gives customer proper forms and explains damage claims process and requirements. Processes damage claims for customers' vehicles.

Conducts basic, enhanced, On-Board Diagnostic (OBD), noise and visible emissions 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 the appropriate emissions inspection for the vehicle, and directs customer to appropriate test lane.

Locates vehicle identification information on vehicle; enters and verifies appropriate vehicle information and mileage into computer database. Visually inspects under the hood of the vehicle to identify engine size, emission certification and emission control devices; 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 computerized testing equipment to vehicle engine, fuel system and on-board computer exhaust system to detect pollutants. Drives customer's vehicle on dynamometer, accelerating and decelerating in response to computer cues. Visually checks for excessive exhaust smoke. Records noise and visible smoke emission levels.

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 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.

### **3. Vehicle Registration Renewal**

Processes vehicle registration renewals by reviewing registration renewal form for completeness, collecting fees, stamping registration tag number on registration forms and issuing registration renewal stickers. Contacts customers and DMV regarding inaccurate or insufficient paperwork. Provides guidance to technicians on procedural questions related to reviewing and accounting for lane paperwork and received money.

### **4. Equipment and Station Maintenance**

Performs daily start-up and shutdown of emissions testing and diagnostic equipment. Periodically calibrates testing equipment throughout the day and replaces filters or makes minor adjustments to complete calibration. Changes gas analyzer bottles and maintains inventory. Requests repair and maintenance from electronics and maintenance departments. Coordinates scheduling of repairs with electronics and maintenance staff so that operations can safely continue.

## **RELATIONSHIPS WITH OTHERS**

The Vehicle Emissions Technician 2 assumes responsibility for station operations in the Station Manager's absence. The Vehicle Emissions Technician 2 explains personnel policies and procedures and routine collective bargaining agreement provisions to technicians, and clarifies to office staff and the public agency policies, procedures and applicable laws, rules and regulations.

The Vehicle Emissions Technician 2 has continuous in-person contact with the public, including those who are angry, hearing impaired, or non-English speaking. The Vehicle Emissions Technician 2

communicates instructions to the vehicle driver in order to complete the necessary tests, provide understandable answers to their questions, explain why a vehicle did not pass the tests and suggest maintenance to bring a vehicle into compliance.

### **SUPERVISION RECEIVED**

The Vehicle Emissions Technician 2 receives general supervision from the Station Manager to discuss station operations, public and employee complaints, maintenance and supply needs. The supervisor monitors general station operation for compliance with established procedures and testing standards. The supervisor periodically reviews completed reports to assure financial records balance and other records are complete and accurate.

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 locate information on various types of pollution control equipment.

### **GENERAL INFORMATION**

The Vehicle Emissions Technician 2 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 vehicle exhaust fumes and noise, moving vehicles and equipment. Employees stand, walk, bend, stoop, and lift vehicle hoods throughout the workday.

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

Automotive exhaust and noise testing procedures.
Emission control standards applicable to different vehicles.

**General knowledge of:**

Common automotive systems terminology and technology.
Administrative regulations policies and procedures governing the vehicle inspection program.
The working functions of emission control systems.
Spoken English sufficient to understand and be understood by the public.
Written English sufficient to understand technical manuals and regulations.
Components approved as replacements for original vehicle emission equipment.

**Basic knowledge of:**

Mathematics sufficient to make change for fee payments and calculate bank deposits
Agency personnel policies and procedures.

**Skill to:**

Communicate orally with the public to give directions, answer questions and interpret and explain State and Federal requirements for the Vehicle Inspection Program.
Adjust intricate electronic equipment to comply with State and Federal requirements.
Work effectively with the public including difficult and potentially volatile situations.
Operate a computer terminal to input information.
Collect money and make change.
Coach and resolve conflicts with others.
Operate vehicle emission control testing equipment.
Effectively use standard reference materials.
Effectively write memorandums and reports, and correctly fill in forms.
Ask people questions to gain information
Identify safety violations and unsafe working conditions.

**Special Qualifications:**

All positions require a valid driver's license and skill in driving both automatic and manual transmissions.
All positions require that the employee 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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