

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EMISSIONS TESTING STATION INSPECTOR

JOB DESCRIPTION

Employees in this job inspect emissions testing stations and testing devices to insure compliance with established state laws and regulations. Employees complete assignments through the use of specialized equipment, calibrated test gases, visual observation, and knowledge of state exhaust emissions inspection and maintenance laws.

There are two classifications in this job.

Position Code Title – Emissions Testing Station Inspector-E

Emissions Testing Station Inspector 9

This is the intermediate level. The inspector, in a learning capacity and under immediate supervision, performs a variety of emissions testing station inspection assignments while learning the state laws and developing the inspection techniques needed to perform the work.

Emissions Testing Station Inspector E10

This is the experienced level. The inspector performs a full range of emissions testing station inspection assignments. At this level, the inspector uses considerable independent judgment in making decisions requiring the interpretation of manuals, laws, and rules and regulations in specific situations without consulting available supervision.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Observes licensed emissions testing station personnel perform instrument calibration checks while using the testing station's own calibration gases and while using gases supplied by the emissions testing station inspector.

Observes emissions testing station personnel inspect vehicles and determines compliance with prescribed procedures.

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Inspects emissions testing stations to determine compliance with rules such as posting of signs and license certificates, employment of qualified personnel, document preparation and maintenance of records, possession of calibration gases and presence of exhaust gas analysis instruments.

Advises emissions testing stations of instrument calibration and operation findings and, when necessary, gives emissions testing stations an opportunity to correct deficiencies.

Prohibits the continued use of calibration instruments found deficient.

Issues violation notices for instances of non-compliance with laws and rules and may direct facility personnel to attend remedial conference(s).

Instructs station personnel in proper emissions testing procedures.

Performs regular weekly checks of tools and materials used by Emissions Testing Station Inspectors.

Prepares and/or maintains reports and files. Conducts written correspondence, as necessary.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of state exhaust emissions inspection and maintenance laws.

Knowledge of the operation, maintenance and repair of precision testing devices.

Knowledge of inspection techniques and procedures.

Knowledge of the methods and procedures related to the processing and appealing of citations.

Knowledge of safety precautions applicable to work.

Some knowledge of investigative techniques and methods.

Skill in the operation of emissions testing equipment.

Ability to critically observe as emissions testing station personnel carry out required procedures.

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Ability to interpret and consistently apply laws, rules and regulations.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

Ability to maintain favorable public relations.

Ability to operate a motor vehicle.

Working Conditions

Work is typically performed at gas stations, automobile dealerships and repair shops, both indoors and outdoors.

The employee may be exposed to weather conditions and to work site hazards including noise, odor, dust, dirt, dampness and to noxious chemicals, gases, fumes, and materials.

Considerable travel by automobile may be required.

Physical Requirements

The job duties require an employee to lift up to 60 pounds.

Education

Educational level typically acquired through completion of high school.

Experience

Emissions Testing Station Inspector 9

Four years of experience in the use, repair and/or maintenance of electrical and/or mechanical devices used in precision measuring, inspection, diagnostic or manufacturing processes.

Emissions Testing Station Inspector E10

Five years of experience in the use, repair and/or maintenance of electrical and/or mechanical devices used in precision measuring, inspection, diagnostic or manufacturing processes, including one year equivalent to an Emissions Testing Station Inspector 9.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

Satisfactory completion of the "Qualified Emissions Inspector" examination within six months of employment.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
EMITSTISP

Job Code Description
Emissions Test Station Inspector

Position Title
Emissions Test Station Inspector-E

Position Code
EMSTISPE

Pay Schedule
A02-014

ECP Group 1
Revised 6/1/06
TeamLeaders