



Code: 1274

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: PUBLIC VEHICLE INSPECTOR

CHARACTERISTICS OF THE CLASS

Under supervision, inspects and tests public passenger vehicles to enforce City ordinances and licensing requirements relating to their operational safety and general condition, and performs related duties as required

ESSENTIAL DUTIES

- Performs visual, mechanical, brake, and meter inspections of public passenger vehicles (e.g., taxis, liveries and privately owned ambulances) to ensure compliance with licensing requirements
- Inspects and evaluates the general condition and appearance of the interior and exterior of vehicles; checks that video/security equipment in cab operate properly
- Checks to verify that required City stickers, signs, and safety equipment are present
- Inspects front and rear wheel alignment, front end components, exhaust systems, drive train assembly, tires, and other areas for operational safety
- Operates hydraulic lifts to raise and lower vehicles for inspection
- Uses diagnostic equipment to inspect vehicles' brake systems, checks gear indicator, checks braking power, and computes brake equalization to ensure proper working condition
- Inspects taxi meters for accuracy of calibrations and installs and removes taxi medallions from taxi cabs
- Completes a manual or computerized checklist for each inspection conducted (assigned to one of four stations at the facility) and makes a determinations of pass or fail for inspection conducted
- Inspects vehicles brought to facility as part of department's vehicle repair fraud investigations, checking for type and quality of repairs made to vehicles
- Performs preventive maintenance on testing equipment as needed
- Cleans and maintains testing facility area
- May confer with senior level inspectors in determining whether a vehicle passes inspection
- Maintains work records and prepares activity reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience as an automotive mechanic or service writer in the inspection, repair, OR maintenance of automotive vehicles, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment

EQUIPMENT

- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Computers and peripheral equipment (e.g., personal computers, computer terminal, hand-held computers, scanner)
- Testing or diagnostic equipment
- Personal protective equipment (e.g., shoes, glasses, gloves, vest, pads)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb step stools to inspect underside of vehicles on hydraulic lifts
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *automotive mechanics and repair
- inspection methods, techniques, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- OPERATION AND CONTROL - Control operations of equipment or systems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: March, 2011