



**Code: 1274**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **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.

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City of Chicago  
Department of Human Resources

Date: March, 2011