



**Code: 1275**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **CLASS TITLE: SENIOR PUBLIC VEHICLE INSPECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs at the fully functional senior level, inspecting and testing public passenger vehicles and issuing citations 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
- Prepares citations to owners of vehicles failing operational safety or taxi meter inspections
- Inspects and evaluates the general condition and appearance of the interior and exterior of vehicles and checks to verify that required City stickers, signs, and safety equipment are present ; checks that video/security equipment in cabs operate properly
- Inspects front and rear wheel alignment, front end components, exhaust systems, drive train assembly, 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 vehicle inspected at the four stations at the facility, and issues a finding of pass or fail
- Conducts second level inspection of vehicles identified as being in non-compliance by Public Vehicle Inspectors
- Participates in task force inspections of vehicle repair shops and public passenger vehicles
- Inspects repairs made to vehicles in response to consumer complaints against vehicle repair shops and testifies at administrative hearings on citations issued
- Maintains work records and prepares activity reports
- Assists in training lower level inspectors

**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**

- Three years of work experience as an automotive mechanic, service writer and/or public vehicle inspector, performing duties 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**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Two-way radio
- 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 the underside of vehicles on hydraulic lifts
- Ability to operate applicable hand tools, power tools, and equipment

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*automotive mechanics and repair
- \*inspection methods, techniques, practices, and procedures
- \*ordinances and licensing requirements for public passenger vehicles

Some knowledge of:

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

Other knowledge as required for successful performance in the Public Vehicle Inspector class

**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
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Other skills as required for successful performance in the Public Vehicle Inspector class series

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

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- 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 abilities as required for successful performance in the Public Vehicle Inspector class series

**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

Other characteristics as required for successful performance in the Public Vehicle Inspector class series

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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

March, 2011