

CLASS TITLE: **Supervisor of Public Vehicle Inspectors**

CHARACTERISTICS OF THE CLASS: Under supervision, the class is supervisory in nature, supervising staff engaged in inspecting and testing public passenger vehicles and issuing citations to enforce city ordinances relating to their operational safety and general condition and the accuracy of taxi meters; and performs related duties as required.

ESSENTIAL DUTIES: Oversees staff performing visual, mechanical, brake and meter inspections of public passenger vehicles such as taxis, liveries, limousines and ambulances to ensure compliance with licensing requirements; reviews and approves citations prepared by subordinate staff for owners of vehicles failing operational safety or taxi meter inspections; monitors work activities to ensure operating procedures are followed by staff assigned to the various inspection stations at the testing facility; reviews checklists completed by staff to ensure vehicle inspections support findings of pass or fail and are adequately documented; trains and oversees the training of entry level Public Vehicle Inspectors; makes work assignments and evaluates job performance; provides guidance to staff in determining whether vehicles meet requirements to pass inspection; oversees the inspection of vehicle repairs made by auto repair shops in response to consumer complaints to ensure repairs meet industry standards; coordinates inspections made at various field sites of public passenger vehicles; meets with owners of public passenger vehicles to explain failed inspections and repairs needed; prepares productivity reports for use by management; monitors the proper operation of vehicle testing equipment.

RELATED DUTIES: Conducts inspections of public passenger vehicles as required; participates in task force inspections as needed; testifies at administrative hearing on inspections conducted by staff and citations issued.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible experience in the repair and maintenance of motor vehicles, or an equivalent combination of training and experience. A valid State of Illinois Driver's license is required.

Knowledge, Abilities and Skill. Good knowledge of the methods and techniques used in the inspection of public passenger vehicles.

CLASS TITLE: **Supervisor of Public Vehicle Inspectors (cont'd)**

Good knowledge of city ordinances and requirements regarding the safe

operation of public passenger vehicles. Good knowledge of automotive repair standards. Knowledge of supervisory practices and techniques.

Ability to supervise the work of subordinate staff. Ability to establish work procedures for the conduct of vehicle inspections. Ability to maintain records and prepare management reports.

Good skill in the application of automotive inspection techniques. Good skill in evaluating the safety and operational condition of vehicles. Good human relations skills. Good oral and written communication skills.

Working Conditions. Public vehicle testing facility: Exposure to abnormal or extreme temperatures. General office environment.

Equipment. Vehicle testing equipment including brake analyzers, meter testers and hydraulic lifts. General office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003  
City of Chicago  
Department of Personnel