CLASS TITLE: Manager of Public Vehicle Inspections

CHARACTERISTICS OF THE CLASS: Under supervision, the class is managerial in nature, directing the inspection and testing of public passenger vehicles and the issuance of 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: Directs operations and manages staff assigned to the public vehicle testing site facility; oversees staff responsible for supervising visual, mechanical, brake and meter inspections of public passenger vehicles such as taxis, liveries, limousines and ambulances to ensure compliance with licensing requirements; develops and implements operating policies and work procedures for the inspection of public passenger vehicles and the preparation of reports documenting tests conducted and findings; establishes training programs and monitors the training of public vehicle inspectors on new or changing auto repair technology and standards; reviews and approves work schedules and staffing assignments; reviews inspection reports and citations issues for quality control; coordinates and supervises investigations of auto repair shops suspected of deceptive consumer practices; testifies at administrative and court hearings on investigations conducted; monitors for performance the condition of testing facility’s inspection and testing equipment; prepares the unit’s personnel and operating budget; prepares management reports on unit’s work activities and accomplishments.

RELATED DUTIES: Remains abreast of changes in the auto repair industry; works on special projects relating to public passenger vehicles as directed.

MINIMUM QUALIFICATIONS:

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

Knowledge, Abilities and Skill. Considerable knowledge of the methods and techniques used in the inspection of public passenger vehicles. Considerable knowledge of city ordinances and requirements regarding the safe operation of public passenger vehicles. Considerable knowledge of automotive repair standards. Good knowledge of
management practices and techniques.

Ability to direct the operations of a testing facility. Ability to manage staff. Ability to develop work standards and procedures for the conduct of safety and mechanical inspections of vehicles. Ability to prepare management reports.

Considerable skill in the application of automotive inspection techniques. Good management skills. Good organizational 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 analyzer, taximeter tester 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