

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

VEHICLE COMPLIANCE INSPECTOR

POSITION CODE: 47570  
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under direction, performs nonscheduled inspections, investigations and enforcement functions relative to the licensing, regulation and operation of official testing stations throughout the state; oversees safety inspections of second division motor vehicles to ensure compliance with comprehensive federal safety regulations, the Illinois Vehicle Code and the department's own administrative rules; initiates nonscheduled school bus inspections to ensure compliance with the Illinois Vehicle Code and the department's own administrative rules.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts nonscheduled inspections of official testing stations to determine compliance with established administrative rules and to review the operating efficiency.
2. Investigates complaints of alleged or suspected violations of administrative rules by official testing station owners or certified safety testers.
3. Prepares clear and concise written reports which document investigative findings.
4. Initiates the appropriate enforcement action based on the facts presented in the documented investigative findings.
5. Presents oral testimony and evidence at administrative hearings.
6. Conducts investigations to verify information provided by applicants requesting to open official testing stations.
7. Administers examinations to persons applying to become certified safety testers.
8. Conducts nonscheduled inspections of school buses registered as charitable vehicles and religious organizations buses, rendering out-of-service any vehicles that do not meet established safety standards.
9. Initiates follow-up investigations when vehicles inspected during nonscheduled inspections are found to be substandard and bear current certificates of safety.

## VEHICLE COMPLIANCE INSPECTOR (Continued)

10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge and skill and mental development equivalent to either:

- (a) Completion of four years high school, plus two years of experience in law enforcement, compliance or regulation related employment.

OR

- (b) Completion of two years college/technical school in law enforcement, automotive technology, diesel emissions or vehicle safety inspections.

OR

- (c) Completion of four years of high school, plus two years experience in diesel or school bus mechanics, diesel emissions or vehicle safety inspections.

Knowledge's, Skills and Abilities

Requires possession of an appropriate valid driver's license.

Requires knowledge of applicability of investigative techniques.

Requires extensive knowledge and applicability of interviewing, observation, records analysis and report writing as related to an enforcement function.

Requires knowledge and applicability of presenting testimony and evidence at an administrative hearings.

Requires the ability to successfully complete any job related training requested by the department.

Requires the ability to exercise good judgment and discretion when applying departmental administrative rules.

Requires ability to initiate and complete a through investigation utilizing established departmental procedures.

Requires ability to document investigative findings in a clear and concise manner.

Requires ability to travel and work irregular hours when necessary.

Requires ability to communicate in such a way that positive public relations are maintained with coworkers, station owners and other persons contacted during duty hours.