

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VEHICLE EMISSION COMPLIANCE INSPECTOR

POSITION CODE: 47580
Effective: 12-1-98

DISTINGUISHING FEATURES OF WORK:

Under general supervision, represents Environmental Protection Agency and the State of Illinois in official inspection stations which inspect for vehicle emissions as specified by the Vehicle Emissions Inspection Law and the Vehicle Emissions Inspection Law of 1995; monitors the performance of the contractor selected to conduct emissions inspections to ensure that emissions inspections are conducted properly; answers questions concerning operation of the inspection program, pertinent requirements of state and federal law.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Monitors and documents to supervisor the testing contractors performance on a daily basis in: inspection procedures utilized in the test lanes; customer service; keeping lanes open, opening on schedule; dealing with the public; station cleanliness and appearance; so forth. Review surveillance videotape to determine whether employees of the testing contractor utilize proper inspection procedures; collect data and information used to compile reports.
2. Conducts oversight surveys of applications for waivers from the vehicle emission inspection standards for motorists whose vehicles have failed the emission inspection, and under hood checks performed by the testing contractor in the process of making waiver decisions, to ensure that waiver decisions made by the testing contractor are in accordance with state and federal law.
3. Explains the statutory grievance process to affected motorists; reviews waiver applications for veracity of information and verifies under hood inspection performed by the test contractor and explains why waiver was denied or how to proceed with a grievance to appeal the denial; may review and render decisions on grievances filed by motorist pursuant to applicable state and federal law, and agency administrative rules and policies.
4. Monitors training provided by the contractor to the contractor's employees, and conducts reviews of contractor training records to ensure that emissions inspections are performed only by properly certified employees.
5. Responds to inquiries from individuals; provides motorist, and the general public with general information concerning the operation of the vehicle emissions inspection program; distributes written information prepared or authorized by the agency.

VEHICLE EMISSION COMPLIANCE INSPECTOR (Continued)

6. Using established Illinois Environmental Protection Agency guidelines for emissions standards and the Agency Acceptance Test Procedures, assists with conducting acceptance tests to verify accuracy of equipment and systems (i.e. computer software) utilized by the test contractor to perform vehicle inspections; verifies procedures to senior management on compliance and/or non-compliance with Agency Acceptance Test Procedures.
7. Determines if more than the three reimbursable inspections will be allowed, based on the evidence presented by the motorist (i.e. automotive repair receipts, additional inspection sheets); makes an entry into the specialized computer system to unlock the file and/or requests authorization from senior management to unlock the file to permit subsequent tests that are allowed.
8. Performs other duties as assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to high school with one year of work experience involving motor vehicle sales representative, auto emission tester, motor vehicle repair, quality assurance inspector or inspectors in the motor vehicle industry.

Knowledges, Skills and Abilities

Requires good hearing and verbal communication skills.

Requires ability to tolerate elevated levels of auto emissions which may be a potential hazard to those subject to, or affected by heart/or lung disorders.

Requires ability to learn and to apply working knowledge of the vehicle emission inspection standards and pertinent requirements of state and federal law.

Requires ability to learn and to apply elementary knowledge of terminology used in repair trade and working knowledge of repair costs.

Requires ability to recognize by sight the various emission components and to verify the repairs completed when checking component replacements.

Requires the ability to explain test results in general terms.

Requires ability to explain statutory grievance process to affected motorists.

Requires the ability to work with the public under stress conditions.

Requires the ability to use extensive interpersonal relations skills.