

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VEHICLE EMISSION COMPLIANCE SUPERVISOR

POSITION CODE: 47583
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises Vehicle Emission Compliance Inspectors, schedules work and duty stations, provides assistance in training and support; serves as a first-line arbitrator in vehicle emission grievance proceedings involving disputes of waiver determinations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Schedules and coordinates the work activities of Vehicle Emission Compliance Inspectors, prepares and signs performance evaluations and salary recommendations; adjusts employee grievances.
2. Provides assistance to Vehicle Emission Compliance Inspectors by interpreting agency policies and procedures as they relate to automobile emission testing. Ensures that policies and procedures are implemented uniformly by subordinates.
3. Performs the duties of Vehicle Emission Compliance Inspector during peak testing periods and emergency situations; ensures that testing facilities are staffed with appropriate state personnel at all times.
4. Regularly reviews agency policies and procedures for dealing with the public and making waiver determinations. Trains Vehicle Emission Compliance Inspectors on changes in procedures or automotive technology that impact waiver determinations.
5. Serves as a first-line arbitrator on vehicle emission grievances involving waiver determinations. Prepares written summary of findings on all vehicle emissions grievances and files reports with the complainant in accordance with agency policy, procedures and statutory requirements.
6. Investigates reports filed by the Vehicle Emission Compliance Inspectors on the testing contractor operation and determines appropriate course of action based upon agency procedures.

VEHICLE EMISSION COMPLIANCE SUPERVISOR (Continued)

7. Performs other duties as required 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 education and two years of work experience such as a Vehicle Emission Compliance Inspector, or two years of general supervisory experience.

Knowledges, Skills and Abilities

Requires working knowledge of the Vehicle Emission Inspection Standards, pertinent requirements of state and federal law, and consumer protection resources available to the motorist.

Requires working knowledge of terminology used in the automotive repair trade and working knowledge of repair costs.

Requires good hearing and verbal communication skills.

Requires ability to supervise employees and the ability to deal with the general public in stress situations.

Requires ability to stand during the entire workday and to tolerate elevated levels of emissions which may be a potential hazard to those subject to, or affected by, heart and/or lung diseases.

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

Requires ability to explain test results in general terms to the motorist.

Requires the ability to use extensive interpersonal relations skills with a high tolerance for stress.

Requires possession of an appropriate valid driver's license.