

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Motor Vehicle Inspection

**SERIES NO.:**

2435

**MAJOR AGENCIES:**

Public Safety

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the motor vehicle investigation occupation is to insure the safety of motor vehicles on state highways.

**CLASS TITLE**

Motor Vehicle Inspector

**CLASS NUMBER**

24351

**PAY RANGE**

28

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable working knowledge of government motor vehicle safety regulations & agency guidelines in order to conduct routine motor vehicle safety inspections, annual inspections of church & school buses & salvage inspections.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Motor Vehicle Inspector	24351	07	01/09/2005	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Routinely inspects motor vehicles (e.g., cars, trucks, motorcycles) at designated inspection sites to ensure compliance with safety regulations & highway safety practices (e.g., observes operation of head lights, taillights, back-up lights, turn signals, emergency flashers, emergency brakes, windshield wipers, horn, steering linkage, exhaust system, appearance of tires, wheel rims, nuts & other vehicle safety devices to ensure proper working order), inspects driver's license & registration certificates for discrepancies, observes operators for conditions prohibiting safe vehicle operation, records information & advises operators of adjustments needed, arranges cones & signs for vehicle inspection lane, operates two-way radio & answers questions of motorists & gives directions, conducts annual inspection of church & school buses to ensure conformity with safe bus standards as required by law (e.g., operates & inspects all lights, tires, body condition, engine compartment, dash instrumentation, undercarriage, exhaust & fuel systems & other mechanical components of buses to meet safe bus regulations), reviews bus numbering for proper identification; checks bus for proper safety equipment (e.g., first-aid kit, fuses, reflectors, crowbar, fire extinguisher), determines if bus is safe to operate or is in need of immediate repair before hauling passengers, has authority to fail vehicles & request reinspection before allowing back onto roadway, & issues defect notification or safety decal upon completion of inspection & inspects salvaged or home-made vehicles for road worthiness & proper identification (e.g., jacks up vehicle & locates serial numbers on parts; determines if valid or stolen; locates origin of parts & ownership).

Notes inspection defects & completes required forms; attends in-service training meetings to learn of new changes in motor vehicle regulations & standards.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state motor vehicle safety regulations & highway safety practices\*; government regulations & agency guidelines for inspection of school & church buses & other motorized vehicles (e.g., Sections 4503.07, 4511.761 & 4513.02 of Revised Code)\*; public relations\*; automotive maintenance & repair. Skill in operation of motorized vehicles; operation of two-way radio; operation of floor jack & hand tools. Ability to understand system of mechanical procedures; handle sensitive contacts with motor vehicle operators & resolve angry complaints from citizens; recognize unusual or threatening conditions & take appropriate action; write concise & accurate inspection reports; read & interpret government regulations & agency guidelines.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in automotive maintenance & repair; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Works outside exposed to weather, dirt, rust, car fumes, burns from hot engines, fast moving vehicles, highway noise & angry vehicle owners.