

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Motor Vehicle Inspection

SERIES NO.:

2435

MAJOR AGENCIES:

Public Safety

EFFECTIVE DATE:

7/23/2017

SERIES PURPOSE:

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

CLASS TITLE

Motor Vehicle Inspector

CLASS NUMBER

24351

PAY RANGE

28

EFFECTIVE

7/23/2017

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 | 7/23/2017 | 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) 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), utilizes Law Enforcement Automated Data System (LEADS) to validate school bus registrations ensuring vehicle identification number (VIN) & identified school coincide, 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; utilizes LEADS to determine if parts are valid or stolen & locate origin of parts & ownership).

Notes inspection defects & completes &/or uploads required paper forms & electronic reports detailing inspection findings; 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*; general automotive parts (e.g., vehicle brakes, chassis systems, transmissions); 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; utilizing personal computer & associated business office applications (e.g., Microsoft Office). 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; count, do basic addition & subtraction; stand or bend continuously; demonstrate physical fitness to perform job functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in automotive maintenance & repair &/or mechanical vehicle inspections; 6 mo. exp. utilizing personal computer & associated business office applications (Microsoft applications such as Word, Excel, Outlook.); formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 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:

Must successfully obtain LEADS certification 6 months after employment. Must re-certify in LEADS every two years as mandated by Ohio Administrative Code 4501:2-10-03 (C) (4).

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather, dirt, rust, car fumes, burns from hot engines, fast moving vehicles, highway noise & angry vehicle owners; conducts inspections in confined spaces under automotive vehicles utilizing a creeper.