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

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<th><strong>CLASSIFICATION SERIES:</strong></th>
<th><strong>SERIES NO.:</strong></th>
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<td>Motor Vehicle Inspection</td>
<td>2435</td>
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<th><strong>MAJOR AGENCIES:</strong></th>
<th><strong>EFFECTIVE DATE:</strong></th>
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<td>Public Safety</td>
<td>7/23/2017</td>
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#### 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.
CLASS TITLE: Motor Vehicle Inspector

CLASS NUMBER: 24351
B. U.: 07
EFFECTIVE: 7/23/2017
PAY RANGE: 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.

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.