

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
VEHICLE SAFETY INSPECTOR

JOB DESCRIPTION

Employees in this job perform mechanical safety inspections of all public, non-public, and private pupil transportation vehicles, for-hire commercial passenger vehicles, and other vehicles.

Position Code Title - Vehicle Safety Inspector-E

Vehicle Safety Inspector 9

This is the intermediate level. The employee performs a variety of vehicle inspection or safety audit assignments in a developing capacity.

Vehicle Safety Inspector E10

This is the experienced level. The employee performs a full range of vehicle inspection or safety audit assignments and exercises considerable independent judgment in making decisions requiring the interpretation of laws, administrative rules, and state codes in specific situations.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Inspects the mechanical safety of public, non-public, and private pupil transportation vehicles and other vehicles, including those transporting hazardous materials, as required to ensure compliance with established state and federal laws, rules, and regulations.

Prepares vehicle inspection or safety audit reports in order to reject or certify compliance with laws, rules, and regulations.

Participates in training programs for vehicle equipment and safety standards.

Explains the federal and state codes, laws, rules, and regulations for public, non-public, and private pupil transportation vehicles and other vehicles, including those transporting hazardous materials.

Maintains records and prepares reports and correspondence related to the work utilizing written or automated processing.

Provides testimony in court involving the enforcement of vehicle safety standards.

Assists in training others in work techniques.

Provides training to carriers and law enforcement regarding laws, rules, regulations, and the use of the MDOT Carrier database.

Conducts safety audits to determine the level of safety fitness of trucking companies utilizing USDOT software.

Promotes safety education.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of state and federal laws, technical standards, rules, and regulations pertaining to the vehicle safety inspection program.

Knowledge of vehicle inspection methods, techniques, and processes.

Knowledge of the standard practices, materials, tools, and equipment used in the maintenance and repair of motor vehicles and engines.

Knowledge of body and frame construction.

Ability to explain instructions and guidelines to others effectively.

Ability to use tools and equipment to accomplish mechanical and repair assignments.

Ability to read mechanical diagrams and manuals.

Ability to interpret and apply codes, state and federal statutes, rules, and regulations.

Ability to obtain accurate data and prepare reports.

Ability to select and compile data for reports and correspondence.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to follow verbal and written instructions.

Ability to provide effective testimony in court.

Working Conditions

The job requires considerable travel.

Some jobs require an employee to work outdoors.

Some jobs require an employee to be exposed to heat, cold, dust, dirt, odor, noise, and dampness.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand, and/or walk for extended periods.

The job duties may require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Vehicle Safety Inspector 9

Two years of experience in the repair or maintenance of motor vehicles.

Vehicle Safety Inspector E10

Three years of experience in the repair or maintenance of motor vehicles or one year of experience equivalent to a Vehicle Safety Inspector 9.

Alternate Education and Experience

Vehicle Safety Inspector 9 - E10

Completion of a mechanical vocational program may be substituted for one year of motor vehicle repair and maintenance experience.

Vehicle Safety Inspector E10

Two years of experience in the inspection of motor vehicles may be substituted for the experience requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Individuals with MSP must successfully complete all written and hands-on proficiency testing provided by the Department of State Police, Commercial Vehicle Enforcement Division, within the first year of entry into the job. Successful completion of this testing is a condition of continued employment.

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

VHCLSFISP

Job Code Description

VEHICLE SAFETY INSPECTOR

Position Title

Vehicle Safety Inspector-E

Position Code

VESFISPE

Pay Schedule

A02-014

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04/28/2024