



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TAXICAB VEHICLE INSPECTOR II	32	C	11.552
TAXICAB VEHICLE INSPECTOR I	30	C	11.550

SERIES CONCEPT

Taxicab Vehicle Inspectors inspect taxicabs for compliance with applicable federal and State laws, rules and regulations including mechanical and emission control standards, rate displays, taximeter accuracy, radio equipment, appearance, and other elements as required.

Coordinate with taxicab companies' owners and shop supervisors to schedule quarterly inspections for all assigned vehicles; inform companies about changes to laws, rules and regulations regarding equipment standards; explain reasons for notices of violation and out-of-service notices.

Visually observe condition of tires, glass, exterior and interior for dents in body and rips in upholstery, lights, cleanliness, and numbers and lettering pertaining to the company and taxicab; inspect taxicab under hood and under carriage after placed on hoist; test-drive vehicles through a measured mile to test taximeter accuracy, brakes, steering, engine, drive train, structural soundness and noise, speedometer and odometer condition and accuracy as required by the Nevada Administrative Code and Nevada Revised Statutes.

Inspect taxicab vehicles to ensure they are safe to operate, and that the front suspension system, engine, transmission and drive train, including mounts, are in good repair and proper working order; verify the presence of an air filter or adequate flame arrester covering air intake; verify that brake linings are sufficiently thick to prevent the metal portion of brake shoes or pads from coming in contact with brake drum or disk.

Ensure that: engines do not die, miss, backfire, or show noticeable loss of power during normal operation; the engine, transmission, drive train or accessories do not emit loud noises; the vehicle does not pull to one side or drift under normal driving conditions, and does not pull to one side or lock wheels under normal braking conditions; there are no noticeable fluid leaks; and the engine does not emit excessive smoke from the exhaust or crankcase.

Verify the presence and reasonable efficiency of required heating and air conditioning systems; ensure the safety of alternate fuel systems and other after-market equipment installed by taxicab companies; inspect and/or investigate alleged or actual mechanical failures and vehicle complaints to determine cause.

Complete inspection forms, issue 24-hour notices to taxicab companies for minor violations, and issue out-of-service notices for violations requiring immediate corrective action; re-inspect repaired defects and clear 24-hour notices and out-of-service notices.

Inspect taxicabs repaired and rebuilt after accidents for proper alignment, necessary repairs, and conformance to all inspection criteria; clear out-of-service status; inspect new taxicab vehicles before they are placed in service.

Maintain records of all taxicabs in service including company, vehicle identification number, out-of-service periods, accidents, license plate numbers, taximeter numbers, meter seal numbers, and dates of all inspections and notices issued and cleared; prepare reports concerning suspected or repeated company violations involving vehicles and equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Taxicab Vehicle Inspector II: Under general direction, incumbents perform the full range of duties described in the series concept and supervise a staff of Taxicab Vehicle Inspector I's. Supervisory duties include, but are not limited to, planning and scheduling work according to priority and availability of personnel; reviewing work of employees; counseling, disciplining and evaluating the performance of employees; and identifying training needs and/or coordinating training sessions.

Taxicab Vehicle Inspector I: Under general supervision of a Taxicab Vehicle Inspector II, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Nevada driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening test for controlled substances.
- * Persons offered employment in this series must submit to a pre-employment background check including criminal history and finger printing.
- * Persons offered employment as a Taxicab Vehicle Inspector II may be required to have either a Master Certification in Automobile & Light Truck (A Series) issued by the National Institute for Automotive Service Excellence (NIASE) or at least four certificates in Automobile & Light Truck (A Series) issued by NIASE and equivalent experience to be determined at the time of recruitment.

TAXICAB VEHICLE INSPECTOR II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university, or trade school in automotive technology and one year of journey level experience in general automotive repair; **OR** graduation from high school or equivalent education and three years of journey level experience in general automotive repair; **OR** an equivalent combination of education, training, and journey level general automotive repair experience; **OR** one year of experience as a Taxicab Vehicle Inspector I in Nevada State service; (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: federal, State and local rules and regulations relating the inspection of taxicabs; automotive safety analysis; current mechanical operations of electrical, fuel, suspension, braking, air conditioning, and emissions control systems, and on-board computer systems of foreign and domestic automobiles. **General knowledge of:** supervisory principles and practices. **Ability to:** accurately assess the mechanical and public relations skills of Taxicab Vehicle Inspectors; *and all knowledge, skills and abilities required at the lower level of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: plan, schedule and supervise the work of others to ensure the proper completion of assignments; coordinate a Taxicab Vehicle Safety Inspection program that promotes safe practices in taxicab mechanic shops and safer taxicab vehicles on the road.

MINIMUM QUALIFICATIONS (cont'd)

TAXICAB VEHICLE INSPECTOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university, or trade school in automotive technology and one Automotive Service Excellence Certificate in Automobile & Light Truck (A Series) issued by the National Institute for Automotive Service Excellence; **OR** graduation from high school or equivalent education and two years of journey level experience in general automotive repair and one Automotive Service Excellence Certificate in Automobile & Light Truck (A Series) issued by the National Institute for Automotive Service Excellence; **OR** an apprenticeship resulting in the attainment of journey-level status in general automotive repair; **OR** an equivalent combination of education, training and journey-level general automotive experience. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: automotive safety analysis; current mechanical operations of electrical, fuel, suspension, braking, air conditioning, and emissions control systems, and on-board computer systems of foreign and domestic automobiles. **Ability to:** physically inspect suspension, brakes, and emission control systems, transaxles and CV joints on front and rear wheel drive vehicles for conformance to mechanical specifications; assess structural damage affecting alignment on conventional frame and unistructure vehicles; read, interpret, and apply laws and regulations; research and maintain current knowledge of changing regulations, standards, and state-of-the-art vehicle systems; prepare written reports and standard forms; drive a variety of types of automobiles.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the operation of a variety of mechanical and electronic taximeters; Nevada Revised Statutes, Federal Safety Regulations and Nevada Administrative Code related to the inspection of taxicabs; automotive propane fuel systems. **Ability to:** communicate effectively with taxicab companies in scheduling and conducting inspections and in requiring that discrepancies be corrected/repared; prepare and maintain related reports and records; identify violations and issue corresponding notices on site; operate a two-way radio; work in a variety of out door conditions and hazardous traffic conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.552</u>	<u>11.550</u>
ESTABLISHED:	7/1/97P 9/19/96PC	1/25/80
REVISED:		10/25/85
REVISED:		7/1/97P
		9/19/96PC
REVISED:	9/14/12PC	9/14/12PC