

CLASS TITLE:

**ASSISTANT CHIEF,
MOTOR VEHICLE SAFETY
AND EMISSION CONTROL DIVISION**

Class Code: 02527600

Pay Grade: 25A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the planning and administration of the statewide motor vehicle safety and emission inspection maintenance program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom are received general and specific work assignments; work is reviewed for conformance to policies and instructions.

SUPERVISION EXERCISED: Assists a superior to plan, organize, direct and review the work of all subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the planning and administration of a statewide motor vehicle safety and emission inspection maintenance program.

To act as Chief in his absence.

To assist a superior in planning and coordinating the inspection activities of the various inspection garages approved by the state.

To assist in planning and supervising the state comprehensive school bus inspection and public carrier inspection programs.

To assist in planning and administering the statewide vehicle inspection/maintenance program so as to improve the quality of air in the state in order to promote the public health.

To assist in the planning and administering a statewide motor vehicle inspector training program.

To confer with federal and state officials to implement and coordinate combined efforts and programs toward better safety and air quality control.

To assist in the planning and directing of a continuous informational and public relations program relating to all activities of the Division.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of federal and state safety and emission laws dealing with the principles, practices and policies employed to preserve and improve both the safety on the highway and the quality of air in the state; the ability to interpret and apply such laws; the ability to plan, supervise and review the work of subordinates assigned to assist in such programs; the ability to establish and maintain effective working relationships with superiors, subordinates and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; or, successful completion from training seminars and workshops specializing in motor vehicle safety and/or emission control inspection maintenance programs; and

Experience: Such as may have been gained through: employment in a responsible supervisory position conducting inspections and/or investigations in enforcing compliance with various motor vehicle safety and emission laws; or employment in a responsible supervisor position in the automotive repair field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 21, 1986

Editorial Review: 3/15/03