

Job Title: VEHICLE COMPLIANCE INSPECTOR - IPR#46243

Agency : Department of Transportation

Closing Date/Time: 03/30/2023

Salary: \$4,722 - \$6,756 Monthly

Job Type: Salaried Full Time

County: Madison

Number of Vacancies: 2

Plan/BU: RC029

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Vehicle Compliance Inspectors.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

30%

1. Conducts nonscheduled inspections of official testing stations to review operating efficiency and ensure compliance with established administrative rules and departmental standards.

- Initiates necessary actions to correct or avert problems or potential problems with a minimum number of crises or conflicts created.

30%

2. Trains and certifies all safety testers employed at official testing stations.

- Investigates complaints.
- Documents investigative findings.
- Initiates enforcement action against official testing station owners, operators, or certified safety testers.

25%

3. Initiates and conducts random nonscheduled inspections of diesel-powered vehicle emissions, school buses, religious organizations' buses, and buses registered as charitable vehicles and renders as out-of-service any vehicles that do not meet established safety standards.

5%

4. Initiates follow-up investigations when vehicles inspected are found to be substandard and carry a recently issued Certificate of Safety.

5. Prepares comprehensive written reports and presents oral testimony and evidence at administrative hearings.

5%

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Knowledge and skill and mental development equivalent to either:

- (a) Completion of four years high school plus two years of experience in law enforcement, compliance, or regulation related employment; OR
- (b) Completion of two years college/technical school in law enforcement, automotive technology, diesel emissions, or vehicle safety inspections; OR
- (c) Completion of four years of high school plus two years of experience in diesel or school bus mechanics, diesel emissions, or vehicle safety inspections

Preferred Qualifications

1. Prefer ability to communicate in such a way that positive public relations are maintained with coworkers, station owners, and other persons contacted during duty hours.
2. Prefer ability to exercise good judgment and discretion when applying departmental administrative rules.
3. Prefer extensive knowledge and applicability of interviewing, observation, records analysis, and report writing as related to an enforcement function.
4. Prefer knowledge and applicability of presenting testimony and evidence at administrative hearings.
5. Prefer ability to initiate and complete a thorough investigation utilizing established departmental procedures.

Conditions of Employment

1. Successful completion of a background investigation
2. Ability to travel and work irregular hours when necessary
3. Valid driver's license

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire a Vehicle Compliance Inspector. Under the direction of the Vehicle Testing and Compliance Inspection Manager, this position performs nonscheduled inspections, investigations, and enforcement functions relative to the licensing, regulation, and operation of vehicle testing facilities throughout the state. S/He investigates complaints and initiates corrective action concerning safety issues relative to the operation of diesel-powered vehicles, school buses, religious organizations' buses, buses registered as charitable vehicles, and other second division vehicles. The incumbent maintains a thorough knowledge of all applicable Illinois and federal safety regulations in the performance of vehicle and testing station investigation and inspection duties.

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

Work Location: 1102 Eastport Plaza Dr Collinsville, IL 62234-6102

Office: Office of Finance and Administration/Bureau of Investigations and Compliance

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Legal and Compliance; Public Safety

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com