



**Illinois Department  
of Transportation**

**Notice of Vacancy**

**IPR#40876**

**DATE: October 25, 2016**

**TITLE: Vehicle Compliance Inspector (Group B title)**  
**OFFICE: Office of Finance & Administration/Bureau of Investigations & Compliance**  
**CONTRACT: IFPE – RC29**

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Northern Region Vehicle Inspection Manager, performs nonscheduled inspections, investigations and enforcement functions relative to the licensing, regulation and operation of vehicle testing facilities throughout the State. Investigates compliance 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 vehicles. Maintains thorough knowledge of all applicable Illinois and federal safety regulations in the performance of vehicle and testing stations investigative and inspectional duties.

**TRAINING & EXPERIENCE:** This position requires appropriate valid driver's license. Ability to communicate in such a way that positive relations are maintained with co-workers, station owners and other persons contacted during duty hours. Ability to travel and work irregular hours when necessary. Ability to document investigative finding in a clear and concise manner. Ability to exercise good judgement discretion when applying departmental administrative rules. Ensures compliance with Department safety rules.

**UNIT:** Vehicle Inspection Unit/Vehicle Testing & Compliance Sub-Unit  
**LOCATION:** position reports to: 4128 69<sup>th</sup> Avenue, Milan, IL, travels statewide daily  
**SHIFT:** 7:00 a.m. – 4:00 p.m. Monday-Friday / Off Saturday-Sunday  
**PAY GRADE:** RC029-16  
**SALARY RANGE:** \$4144-\$6033  
**CONTACT PERSON:** Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594  
**SUBMIT BID TO:** Jennifer Sunderland, 2300 S Dirksen Pkwy, Room 113, Springfield, IL 62764  
Fax: 217/557-3134 or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Tuesday, November 15, 2016**

**POSTED DATE: FROM October 31, 2016 TO: November 15, 2016 BY *Dianna Sayler***

\*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

\*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.

\*Group B – titles are closed exams. Applications for a Group B exam will be maintained until agency requests that the test be administered or for a maximum of one year.