



**Illinois Department
of Transportation**

Notice of Vacancy

IPR#40877

DATE: October 25, 2016

TITLE: Vehicle Compliance Inspector (Group B title) **2 positions**
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: 201 W Center Court, Schaumburg, 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

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 Taylor*

*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.

Dianna Taylor