

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. VESFISPEA24R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) OFFICE OF PASSENGER TRANSPORTATION
4. Civil Service Position Code Description VEHICLE SAFETY INSPECTOR-E	10. Division ADMINISTRATION
5. Working Title (What the agency calls the position) VEHICLE SAFETY INSPECTOR	11. Section PROGRAM ADMINISTRATION
6. Name and Position Code Description of Direct Supervisor PEARSON, ROBERT G; DEPARTMENTAL MANAGER-3	12. Unit BUS REGULATORY & INTERCITY
7. Name and Position Code Description of Second Level Supervisor SHULTZ, VALERIE A; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work TBD / 7AM-4PM M-F may vary--weekends/nights

14. General Summary of Function/Purpose of Position

This position functions as an inspector for commercial passenger motor vehicle/equipment, safety, regulatory and related vehicle maintenance issues. This position performs independent annual mechanical safety inspections for commercial passenger motor vehicles/equipment (e.g. buses, motor coaches, etc.) to ensure compliance with established vehicle safety requirements pursuant to Public Act 432 of 1982, and with Federal Motor Vehicle Safety Regulations (FMVSRs). This position also performs other related investigations and quality control initiatives to ensure compliance with federal/state laws and assists with outreach and training activities for industry and law enforcement partners. This position serves one of three regions throughout Michigan; however, the service areas are subject to change based upon the needs of the office. This position requires possession of a valid driver's license to travel daily to perform mechanical safety inspections.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 85

Conduct independent on-site annual mechanical commercial vehicle safety inspections for all for-hire motor bus equipment to ensure compliance with established vehicle safety requirements, pursuant to Public Act 432 of 1982 and compliance with FMVSR. This duty requires possession of a valid driver's license to travel daily to perform mechanical safety inspections.

Individual tasks related to the duty:

- Conduct visits to PA 432 licensed motor bus carriers for the purpose of performing mechanical vehicle safety inspections per the requirements of PA 432 of 1982 and in accordance with Commercial Vehicle Safety Alliance (CVSA) and Federal Highway Administration (FHWA)/United States Department of Transportation (USDOT) FMVSR standards and regulations.
- Provide on-site technical support and consultation support services.
- Serve as a liaison between bus carriers, equipment manufacturers, and vendors and assist in the resolution of vehicle and equipment safety related issues when necessary.
- Attend classes/training sessions to maintain knowledge in vehicle safety and regulations.
- Schedule commercial bus inspections directly with carriers.
- Answer questions regarding commercial passenger vehicle safety and the for-hire certification process.

Duty 2

General Summary:

Percentage: 5

Complete inspection reports, paperwork, and other computer work associated with the position.

Individual tasks related to the duty:

- Complete motor bus inspection reports.
- Update the Bus and Limousine Regulatory Information System (BLRIS) database.
- Issue motor bus inspection decals.
- Maintain an electronic appointment calendar.
- Update federal inspection report databases.

Duty 3

General Summary:

Percentage: 5

Perform authority verification initiatives to assure credential compliance with Public Act 432 of 1982. Recover decals as necessary and coordinate compliance initiatives with law enforcement.

Individual tasks related to the duty:

- Investigate complaints to determine enforcement and/or compliance with credentials and safety requirements.
- Assist law enforcement in commercial vehicle enforcement activities.

Duty 4

General Summary:

Percentage: 5

Other duties assigned by the unit supervisor.

Individual tasks related to the duty:

- Represent the unit, section, and office on committees as requested.
- Perform special assignments as required.
- Attend unit and office meetings.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independently make decisions regarding the mechanical safety of private passenger motor vehicles by applying state and federal laws, rules, regulations, policies, procedures and practices when meeting with private motor carrier officials, their employees and customers at locations throughout the state. Make immediate decisions in the field to determine whether

present vehicle operating conditions are consistent with state and federal motor carrier safety regulations. Decisions may significantly impact the daily business functions of for-hire operators.

17. Describe the types of decisions that require the supervisor's review.

Decisions require supervisory guidance for matters not covered by law, policy, or administrative procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Ability to inspect motor vehicles in all types of weather conditions while the vehicle is placed on safety stands, lifts, or on drive-up ramps. Ability to transport and move ramping devices weighing 70 pounds each. Requires lifting, driving, climbing, and bending associated with these functions. Daily exposure to diesel fumes, other motor vehicle exhaust emissions, petroleum products (e.g. greases, solvents, fuels, etc.) Job requires 95% field work at offsite work locations. This position requires possession of a valid driver's license. Be available outside normal working hours for maintenance operations, in all weather conditions.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position functions as an inspector for commercial passenger motor vehicle/equipment, safety, regulatory and related vehicle maintenance issues. This position performs independent annual mechanical safety inspections for commercial passenger motor vehicles/equipment (e.g. buses, motor coaches, etc.) to ensure compliance with established vehicle safety requirements pursuant to Public Act 432 of 1982, and with Federal Motor Vehicle Safety Regulations (FMVSRs). This position also performs other related investigations and quality control initiatives to ensure compliance with federal/state laws and assists with outreach and training activities for industry and law enforcement partners. This position serves one of three regions throughout Michigan; however, the service areas are subject to change based upon the needs of the office. This position requires possession of a valid driver's license to travel daily to perform mechanical safety inspections.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

Responsible for the safety of passenger commercial motor vehicles by promoting best safety practices and compliance with applicable safety regulations of commercial motor carriers of passengers operating under a certificate of authority issued by the Department of Transportation under PA 432 of 1982. This position is responsible for actual on-site safety inspections and compliance with state and federal regulations of all commercial motor carriers of passengers.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Vehicle Safety Inspector 9

Two years of experience in the repair and/or maintenance of motor vehicles.

Vehicle Safety Inspector E10

Three years of experience in the repair and/or maintenance of motor vehicles or one year of experience equivalent to a Vehicle Safety Inspector 9.

Alternate Education and Experience

Vehicle Safety Inspector E10

Two years of experience in the inspection of motor vehicles may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Proper vehicle maintenance
- Public Act 432 of 1982
- Federal Motor Vehicle Safety Regulations

Skill in:

- Effectively organizing time
- Solving problems rationally and practically

Ability to:

- Maintain favorable relations with commercial motor carriers
- Communicate effectively in a persuasive and tactful manner using a variety of formats
- Work with minimal supervision
- Appropriately apply independent judgement
- Work productively and cooperatively with others
- Meet deadlines
- Follow complex instructions delivered in a variety of formats

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of a State or Automotive Service Excellence (ASE) certification as a motor vehicle mechanic in heavy duty truck repair is required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON

12/16/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date