

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 7866200

Motor Vehicle Inspector, Grade 14

Brief Description of Class

Motor Vehicle Inspectors inspect buses, trucks, limousines and other motor vehicles transporting passengers for hire or conduct roadside safety inspections on various types of commercial vehicles to determine operating condition and ensure the safety of the traveling public. Positions may perform duties independently and, as such, be responsible for scheduling own work and adhering to own timetable. Typically, extensive travel within an assigned geographic area is required of incumbents because bus facilities are dispersed, and the inspection dates of equipment vary.

These positions are classified only in the Department of Transportation.

Distinguishing Characteristics

Motor Vehicle Inspector: performs detailed visual and mechanical inspections of passenger transport or commercial vehicles; prepares detailed inspection reports and issues or withholds inspection certificates.

Illustrative Tasks

Performs a complete mechanical and visual inspection of each vehicle.

Conducts a road test of vehicle while the vehicle is operated by mechanic or driver.

Issues a certificate of inspection if no defects are found; if defects are noted, provides a list of defects that must be corrected before vehicle can be operated and an inspection certificate can be issued.

Reviews vehicle service logs and drivers' complaints logs to determine nature of equipment problems and if, when, and how repairs were made, may also evaluate the quality and competency of repairs.

Determines if continuing equipment problems are the result of defects and notifies main office of defective equipment.

Conducts initial inspections of new or modified vehicles to ensure that vehicles meet specifications and are safe and operable.

Conducts accident inspections when passengers are injured, or the accident may have resulted from mechanical deficiency.

Prepares forms, reports, and other paperwork for the program.

Evaluates operators' vehicle maintenance and repair programs and maintenance practices to ensure compliance with mandated services and maintenance standards.

May inspect the transportation by vehicle of hazardous materials to ensure shipper compliance with regulations governing packaging, loading, handling and shipping.

May participate in State Police spot checks of trucks to ensure shippers' compliance with trucking regulations.

Inspects trucks used to transport overweight radioactive materials before Overweight Permits are issued.

Reviews operators' records to ensure drivers have proper licenses and current physical examinations and review the hours they work.

May testify at hearings when required.

Minimum Qualifications

Open-competitive: three years of satisfactory experience repairing or conducting mechanical inspection of buses and/or heavy-duty trucks. One year of this experience must have included experience with antilock brake systems.

Substitution: an associate's degree in automotive or diesel technology may substitute for two years of experience described above.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

06/2025

MK