

Code: 2255

Title: VEHICLE QUALITY CONTROL INSPECTOR

SUMMARY: Inspects automotive/truck maintenance and repair work to assure work is in accordance with established quality control procedures and guidelines.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Inspects and road tests vehicles to insure quality of repairs and vehicle safety;
Uses mechanical and electronic testing devices including volt meters, emissions analyzers, electronic systems analyzers, pressure and vacuum gauges to determine vehicle operational safety and cause of defective operation;
Reviews, oversees, and establishes priorities for Automotive Service Writer;
Completes itemized work orders (manually and in automated systems) listing all necessary repairs and maintenance;
Verifies work orders after completion of repairs to insure accuracy of time and materials charged;
Selects and recommends used vehicles for purchase approval;
Processes and inspects new vehicles and deadline vehicles in fleet;
Reviews body work estimates and authorizes repairs;
Assumes responsibility for compliance with and records maintenance of state mandated vehicle emission requirements;
Serves as custodian of vehicle maintenance records in manual and automated systems;
Serves as technical expert to provide vehicle records information for law enforcement investigations;
Performs minor repairs on vehicles.

KNOWLEDGE & SKILLS:

Knowledge of:

- operating principles and mechanics of internal combustion engines, transmissions, front and rear end assemblies, power steering, braking, electrical and hydraulic systems for purposes of quality control inspections;
- methods, tools and equipment of the automotive mechanical trade;
- occupational hazards and safety precautions of the trade.

Skill in:

- diagnosing automotive mechanical problems;
- inspecting and testing vehicles before and after service to insure proper repair;
- use of mechanical and electronic testing equipment and the hand and machine tools employed in the trade;
- creating/maintaining service records in manual and automated systems.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of automotive, truck or heavy equipment mechanical maintenance experience. [Relevant vocational/technical training from an accredited college or technical school identified by appointing authority may be substituted for one year of required experience]

OR:

(2) Three years of experience with Pima County as a Trades Maintenance Technician, Specialist or Specialist-Senior in an automotive, truck or heavy equipment mechanical maintenance setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class 2 Arizona driver's license is required at the time of appointment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/21/88
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