

Reclassification

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

As a result of a recent Traffic Safety Services Division functional and organization review, new responsibilities have been added to the role:

- Responsible for the completion of a verification for each new inspection facility to ensure facility and tooling meet the requirements of the regulation and program requirements.
- Liaises with Licensing & Approvals team to ensure only inspection facilities that are in compliance with program requirements are licensed in the Vehicle Inspection Program.
- Provides technical advice and assistance to the Alberta Assigned VIN service provider.

Given the broad scope of the Vehicle Inspection Program and that it encompasses both mechanical and structural components of light and heavy vehicles, the position now requires two Alberta or interprovincial journeyperson certifications (e.g. Automotive Service and Auto Body).

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Driver, Carrier and Vehicle Services is the licensing body and foundational entry point for individuals, drivers, carriers and vehicle programs. The branch takes a client centric approach by providing effective client support services that address operational approvals, infrastructure protection, and licensing and vehicle standards to ensure the safe and efficient movement of people and goods on Alberta roadways.

The Carrier and Vehicle Programs Section is responsible for issuing licences, certificates, and approvals for a number of regulated industries and professions; including commercial carriers, inspection facilities, inspection technicians, and provincial railways. Accountable for the implementation of various National Safety Code standards and the department's vehicle standards authority in the operation and development of vehicle safety programs, standards, and safety regulations. The section takes an active role in provincial, national, and international committees dealing with vehicle safety, special transportation requirements and vehicle issues.

The Motor Vehicle Inspection Specialist is the main point of contact for questions related to vehicle inspection criteria and standards from, vehicle owners, inspection facilities and technicians, Vehicle Safety Investigators (VSIs), enforcement, and the public, regarding Alberta's Vehicle Inspection Program. They are responsible for the development and maintenance of vehicle inspection criteria and standards; in addition to, ensuring the integrity of the inspection program by the completion of inspection facility verifications, that assess compliance to program requirements, prior to being licensed in the program.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Development and maintenance of vehicle inspection criteria and standards:

- Responsible for developing and maintaining vehicle inspection criteria and standards; ensuring they meet the needs of stakeholders and align with legislation.
- Responsible for tracking issues or advancements in vehicle technology that require inspection criteria to be added, amended, or removed.
- Leads in the development and publication of the vehicle inspection manuals and record of inspection documents.
- Liaises and consults with industry stakeholders to maintain consistency with industry methods of service, repair, and inspection.
- Maintains and tracks potential amendments to inspection standards or legislation.
- Leads in the establishment of inspection facility and tooling requirements for the Vehicle Inspection Program.

2. Provide program information to stakeholders and the public:

- The Department's subject matter expert regarding vehicle inspection criteria for the Vehicle Inspection Program and the ultimate authority on the interpretation of the vehicle inspection manuals.
- Ensures the excellence of the Vehicle Inspection Program by educating program stakeholders and the public on vehicle inspection criteria, guidelines, industry standards and best practices, and Alberta legislation.
- Responsible for identifying and drafting amendments to website content, systems, and forms as they relate to vehicle inspections; liaises with technical, policy, and communications specialists where necessary.
- Develops and delivers educational sessions and presentations to program stakeholders regarding Alberta's Vehicle Inspection Program.
- Provides technical advice and assistance to the Alberta Assigned VIN service provider.
- Participates in the drafting of newsletters, brochures, and other support documents and publications for the Vehicle Inspection Program.

3. Industry research and continuing competency:

- Responsible for ongoing research and knowledge of emerging vehicle technologies being introduced into the marketplace; specifically how new vehicles, equipment, and components are maintained or inspected.
- Leads discussions and provides options on how to best incorporate new technology into the inspection criteria.
- Liaises with Advanced Education and other educational partners to ensure journeyman training aligns with advancements in vehicle inspection programs and standards.

4. Inspection facility verifications and program oversight:

- Responsible for conducting a verification of each new inspection facility to ensure the facility and tools are in compliance with legislative and program policy requirements.
- Ensure verification activities and findings are documented and deficiencies are identified for follow up.
- Coordinate verification activities with the Licensing & Approvals team to ensure only inspection facilities that comply with facility and tooling requirements are licensed in the Vehicle Inspection Program.
- Investigates complaints and mediate disputes regarding vehicle inspection criteria, standards, and programs.
- Refers ongoing and/or significant issues of non-compliance by inspection facilities and technicians to the Monitoring & Compliance Branch for progressive discipline.

Problem Solving

Typical problems solved:

- Must determine the technical, economic, safety, and policy implications of changes to vehicle inspection criteria, advocating for the needs of industry while maintaining the safety of all road users.
- Able to provide innovative solutions, answers and guidelines for many different and often complex situations found within the inspection criteria.
- Often deals with distraught individuals considering each case individually and always using discretion as the nature of the work can create emotionally charged circumstances.
- Must be able to facilitate consensus between licensed facilities, vehicle owners, operators, licensed inspection technicians, and inspection facilities in a prompt and efficient manner.
- Must be able to manage change and transition, developing flexible solutions that ensure the quality and consistency of vehicle inspections. Chosen solutions must prevent future problems from occurring within the program.

Types of guidance available for problem solving:

- Independent with regards to problem solving of inspection processes and standards by leveraging education, industry best practice, and experience.
- Guidance includes, industry best practices, Alberta's *Traffic Safety Act* and its Regulations, the National Safety Code Standards, the *Motor Vehicle Safety Act* of Canada and its regulations, SAE International recommended practices, the Commercial Vehicle Safety Alliance, and others.
- Must have a working knowledge of Alberta's *Skilled Trades and Apprenticeship Education Act*.
- The position also draws upon the technical expertise within the department, vehicle manufacturers, dealerships, educational institutions, industry associations, and other departments and levels of government.

Direct or indirect impacts of decisions:

- Poor quality vehicle inspections can lead to a reduction of on-highway safety.
- Failure to provide program information accurately and fairly directly impacts the credibility of the

Vehicle Inspection Program.

- Onerous inspection criteria could lead to increased costs for both vehicle owners and industry.

Key Relationships

Major stakeholders and purpose of interactions:

The Motor Vehicle Inspection Specialist works closely with the Commercial Vehicle Inspection Specialist in a self-directed work team supporting the operation of Alberta's vehicle inspection programs.

Must be able to form and build effective partnerships, having the ability to generate consensus, with peers, contractors, inspection technicians, and facilities.

Has frequent contact and liaison with the Alberta Sheriff Highway Patrol, other provincial Transportation departments, enforcement agencies regarding vehicle inspections, industry practices, and applicable Alberta regulations.

Liaises with the the Monitoring & Compliance branch; forwarding safety leads, complaints, and information regarding vehicle inspections for further investigation.

Provides information to RCMP, municipal police forces and other enforcement agencies as required regarding the Vehicle Inspection Program.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Other		

If other, specify:

Automotive Service Technician and Auto Body Technician certificates

Job-specific experience, technical competencies, certification and/or training:

Education and experience:

- Position requires two related journeyman certifications (Automotive Service and Auto Body).
- Requires 10 years of experience working in those trades.
- Equivalences based on years or experience in lieu of one trade certification may be considered.

Technical competencies:

- In-depth knowledge and understanding of the automotive and transportation industries, in addition to the completion of vehicle inspections.
- Strong written and oral communication and influence skill to outline compliance requirements to stakeholders and program requirements to vehicle owners.
- Knowledge of and an ability to apply theory and approaches for program development, evaluation, and continuous improvement.
- Ability to balance commitment to client service within a regulatory mandate of the Vehicle Inspection Program.
- Negotiation and conflict resolution skills, including ability to deal effectively with complex situations and difficult clients.
- Well developed organizational and time management skills to ensure stakeholders are dealt with in a timely and accurate manner.
- Extensive knowledge of the information management and technology systems used to administer the Vehicle Inspection Program (e.g. eVIP, eFacility, MOVES/ROADS, CORES, Online Services, TSIS) and business productivity programs (e.g. MS Office, Adobe).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Is a subject matter expert for vehicle inspection criteria and standards. Maintains a close relationship with many stakeholders and program partners including, vehicle manufacturers, dealers, educational institutions, industry associations, Vehicle Safety Investigators, enforcement, inspection facilities, and inspection technicians.</p>
Develop Self and Others	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>Ensure their continuing competency and follow emerging vehicle technology changes. Identify how these shifts in technology influence inspection practices, standards, and program criteria.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Works with inspection technicians and facilities, dealers, manufacturers, on complex vehicle systems and/or components, which are not addressed in the current inspection criteria.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p>	<p>Ensures inspections are done in accordance with program requirements</p>

	<ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>and the <i>Traffic Safety Act</i> and its regulations.</p> <p>Advocates for inspection process improvements and regulatory amendments to improve program effectiveness and integrity.</p>
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

DM Name

Date yyyy-mm-dd

DM Signature