

DRIVER AND VEHICLE SERVICES REGIONAL SUPERVISOR

KIND OF WORK

Advanced professional and supervisory Driver and Vehicle Services exam and inspection work in a multi-county district of the state.

NATURE AND PURPOSE

Under administrative direction, the incumbent in this position provides training, supervision, technical assistance, and guidance for all driver license, deputy registrars, motor vehicle dealer inspections, and motor vehicle VIN (Vehicle Identification Number) inspection activities in an assigned area; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maintains reasonable uniformity of all road test routes within his/her area by ensuring that all routes contain the same number of traffic problems.

Provides training assistance and information to deputy registrars and driver license offices so that services to the public and error rates are within acceptable guidelines.

Conducts inventory of registration plates and stickers in all area offices on an annual basis.

Monitors all deputy offices, within the area, for complete and timely reports and deposits on a monthly basis.

Supervises the Vehicle Identification Number inspection of salvaged motor vehicles, police/city sales of impounded and abandoned vehicles, vehicles with foreign state registration, reconstructed or homemade vehicles and title only vehicles.

Serves as liaison between the Department and Driver Education Program personnel and Third Party Examiners in order to maintain cooperative relationships and insure uniformity in the administration of school tests.

Employs effective management skills in the supervision of employees so that the assigned work of the units within his/her area is accomplished with a high degree of professionalism.

Evaluates and encourages employees through the development of reasonable performance standards, training activities and job assignments so that each employee knows what is expected of him/her and is provided with the tools to attain that level of proficiency.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Driver License Law, No-Fault Insurance Law, Traffic and Motor Vehicle Regulations Act, Motor Vehicle and Dealer Law and other laws; motorcycle, school bus, commercial school, Vehicle Inspections Law, and other applicable regulations; and Department policies that impact Department goals.

The vehicle registration process necessary to determine various vehicle classes and explain tax computations for many classes of passenger cars, trucks and buses, including motor vehicle tax, excise tax, PCA tax, and other required fees.

Ability to:

Assist employees in coping with and understanding the constant changing and challenging aspects of the examining and motor vehicle registration process.

Discuss issues in specific areas with knowledge to maintain a smooth operation through well thought out solutions of present or anticipated problems.

Determine to what extent a person with limited ability may operate a motor vehicle. Each case must be considered on its own merits with minimum guidelines.

Resolve personality clashes so that employees may work in harmony.

Est.: 8/17/73

T.C.: 03/01/01

Rev.: 02/20/85

Ckd.: 3/1/01, 8/29/02

Former Title(s): Driver Vehicle Services Examining and
Inspection Regional Supervisor;
Driver Evaluator, Supervisor