

**Job Class Profile:**                **Driver Examiner/Motor Vehicle Inspector II**

**Pay Level:**                                **CG-27**                                **Point Band:**                                **534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	3	6	3	4	4	1	4	
Points	140	50	19	29	90	87	83	21	43	562

## JOB SUMMARY

The Driver Examiner/Motor Vehicle Inspector II performs responsible field and office work in driver examination and motor vehicle inspection.

### Key and Periodic Activities

- Ensures driver applicants possess the skills required to operate a motor vehicle in a manner consistent with the safety and mobility of the motoring public before being issued a driver's licence.
- Examines driving school instructors.
- Inspects motor vehicles used for road test purposes.
- Reviews proper documentation for road tests such as registration, road test receipt, and insurance.
- Examines applicants in all classes of motor vehicles ranging from two wheel motorcycles to eighteen wheel semi-trailers including passenger vehicles, taxis, buses, ambulances, single and tandem axle trucks, etc.
- Conducts a series of written, visual and road tests for all driver applicants.
- Maintains and schedules road test appointments for all classes of license for a region.
- Performs oral testing on applicants from foreign countries or functionally illiterate applicants which requires one on one interaction with the applicant.
- Ensures that legislation regarding the implementation and operation of the Graduated Driver Licensing Program is understood by novice drivers.
- Conducts mandatory visual screening of all driver applicants by use of a Titmus II Vision Screener or a Snellen Eye Chart. Screens for visual acuity and field of vision and applies standards applicable to various classes of driver's licence. Refers those not meeting a required standard to a vision specialist and, where differences exist, applies restrictions.
- Captures photos and signatures for all driver applicants and for non driver applicants requiring a photo identification card.
- Ensures applicants are properly identified through verification of appropriate personal identification.
- Operates a computerized system consisting of a personal computer and a video camera, and enters data into the system for daily uploading to the mainframe.
- Assembles and dismantles the photo capture work station when working at travel points. Makes adjustments to ensure the quality of the image being captured and troubleshoots the

### Key and Periodic Activities

- system when system errors or failures occur.
- Performs reassessments on drivers who possess a driver's licence and either through a medical condition or an incident (such as a collision) may have to demonstrate their driving ability. Communicates clearly and at the level of the client, discusses the driving portion (shoulder checks, lane changes, parking, driving, turns), provides feedback during the assessment, and discusses any recommended changes. Makes a recommendation which may include: continuation of the driver's license, issuance of a restricted driver's licence, another on-road assessment post completion of formal driver training, or suspension of his/her driver's licence.
- Responds to enquiries.
- Prepares daily and monthly reports including all statistics from driver examinations, written tests, reassessments, photos, vision tests, motorcycle balance testing etc.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of different classes of licence and the requirements for the purpose of written and road testing.
- Knowledge of the Acts and Regulations that govern Motor Registration.

#### Formal Education and/or Certification(s):

- Minimum: Completion of a driver training course from an approved institute in all classes of license (e.g. beginner's permit to tractor trailer license) supplemented by additional training in driver examination.

#### Years of Experience:

- Minimum: 1-2 years

#### Competencies:

- Use of various computer programs including MRD system, Novell, Powerpoint, Word, Excel.
- Ability to write detailed reports, letters and memos.

### Interpersonal Skills

- A range of interpersonal skills used include listening to information from others, asking questions to gather information, providing routine information and direction to others, providing complex information and direction to others, coaching or mentoring, gaining the cooperation of others to complete work or resolve problems, dealing with upset people, and providing expert advice. An example would be listening to a client's inquiry to understand his/her perspective and to determine what he/she really needs versus what they may be saying. Being able to speak to someone at an appropriate level to ensure they clearly understand.
- Communications occur with employees within the work area and the organization, clients, public or clients, and manager.
- The most significant and frequent contacts are with: (1) Co-workers (other Driver Examiners), (2) Clients, (3) Supervisor.

## EFFORT

### Physical Effort

- Work demands of the job occasionally result in fatigue, requiring periods of rest.
- There is a regular requirement for lifting objects up to 25 lbs.
- There is a regular requirement for sitting, standing, walking, driving, and to be in awkward positions
- There is a constant requirement for fine finger or precision work.
- There is an occasional requirement for using hand tools that require accurate control and steadiness, and machinery or equipment that requires very controlled movements.
- Examples of work activities demonstrating physical effort include: Inspection of vehicles, observing testing that could involve checking underneath tractor trailers/dump trucks, or carrying computer equipment. During driver examinations incumbents are required to sit with limited freedom of movement and to complete documents while walking to vehicle and/or inspecting the vehicle. Sitting in a vehicle could range from climbing up to a tractor truck to getting into a small car.

### Concentration

- **Visual** concentration is required in order to be alert to surroundings at all times for the safety of the Examiner and others while conducting driver tests and be able to react quickly.
- **Auditory** concentration required when listening for other vehicles and pedestrians and listening to clients.
- **Repetition requiring alertness** occurs while road testing as the Examiner must monitor driving skills while being alert to all situations.
- **Alertness to the health and safety of others** is required during road testing to ensure the safety of pedestrians and others such as vehicles on the roadway or parked.
- **Time pressures/deadlines** occurs when there is a requirement for written reports, reassessments, and regular statistical reports.
- **Lack of control over the work pace** can occur when answering telephone calls and inquiries interrupting planned schedules.
- **Eye/hand coordination** is required during road testing when an accident may be about to happen, the Examiner must control the situation verbally and with hand movements to advise the client and control the situation by applying hand brake and shifting the car gear out of a moving position.
- **Exact results and precision** is required with results of written or road tests, or vehicle inspections.

### Complexity

- Work tasks are different but related. Challenges or problems are generally resolved by following processes and/or guidelines or may require that solutions be found.
- Example: Conducting a reassessment on an individual who has had their licence for 30 + years and the Examiner must take their licence based on the road test. The client becomes very upset, blaming the Examiner and contacts the Minister. This can occur on a regular basis as there is a higher than normal request to have reassessment done based on health and reports from doctors, police, and family.
- Incumbents are required to complete complex scoring while evaluating a driver's ability to operate a motor vehicle safely.
- When addressing typical challenges or problems incumbents may reference policies and

procedures however the final decision is made by the supervisor.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks are generally prescribed and controlled through application of the Driver Examiners Manual however there is some discretion in certain areas.
- Supervisory approval is not required to pass or fail a road test, written test, or driver reassessment.
- If an individual fails a road test five times in one year it must be referred to the supervisor.
- A high level of discretion must be exercised when performing road tests and reassessments.

### Impact

- Generally has the most significant impact within the immediate work area, the department and organization, outside of the organization, on clients and the general public as well as processes, systems, facilities, health and safety.
- If an individual fails their road tests or reassessment the supervisor or other levels of government could be contacted. Health and safety of the client and the general public is always a considerable factor when driving with a new driver.
- The impact of completing duties correctly or incorrectly may affect the Driver Examiner, the public, the Motor Registration Division, and management in a positive or negative way. Incumbents have the responsibility of issuing or declining a driver's license to clients.
- Errors when entering data could result in a client being given the wrong class of licence and the person having an accident. When road testing a client who is not qualified to operate for that class of license there is a high risk of accident causing injury or possibly death.
- Monthly and daily statistics are reviewed by the supervisor. As well, the schedule is reviewed daily.
- Identification and resolution of errors normally occurs within hours of problem identification.

### Development and Leadership of Others

- There is no supervision of staff.
- Provides advice and guidance to other staff in relation to driver licensing matters for new drivers and those undergoing reassessments.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is no requirement for safety equipment.
- There is a significant likelihood of minor cuts, bruises, abrasions, injury, or illness causing disability.
- Road testing in all classes of licenses could be dangerous putting the Examiner at risk of an accident. When working with the general public in confined spaces (i.e. cars) the Examiners may be exposed to infectious diseases, odors, and dangerous situations.
- Constant exposure to unusual or distracting noise, dirt/dust, diseases, odors, fumes, heights, lack of privacy, wet or slippery surfaces, physical dangers/threats, heavy machinery, adverse weather conditions, and travel.

