

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title: Motor Vehicle Inspector II**
- 1.2 Position Level: S4**
- 1.3 Major Group: Transportation and Aviation Services Group**
- 1.4 Sub-Group: Land Transport Services**
- 1.5 Job Code No: 19.820.13**
- 1.6 Job Location (*Complete as appropriate*): Regional Offices
Ministry: - Ministry of Information and Communications.
Department: - Road Safety and Transport Authority
Division: - Transport Management and Contract Administration
Section: - Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Motor Vehicle Inspector I.**
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2. PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: Conduct inspection, tests (driving, emission, fitness) and implement campaigning programmes as well as maintain records.

SI No	Duties and Responsibilities	% of Time
1	Conduct driving test and highway inspection.	30

2	Conduct Safety education and public awareness campaign.	20
3	Maintain the records of TIN issued to Drivers.	20
4	Supervise vehicle fitness and Auto emission testing program	20
5	Maintain the motor vehicle accident statistics and record system including passenger manifest.	10

3. KNOWLEDGE AND SKILLS REQUIREMENTS: *Minimum requirement for performance of work described (Level of knowledge, Education and/ or skills. If University Degree is required, indicate appropriate field of study and level of degree.)*

3.1 Education: Cl. X with 2 yrs Certificate (VTI) / Inservice with Certificate

3.2 Training: Should have undergone training at least 6 months practical training in a reputed Technical Institute.

3.3 Length and type of practical experience required: Four years of working experience as MVI III or equivalent experience

3.4 Knowledge of language(s) and other specialized requirements:

- Should have good Auto Mechanical knowledge.
- Should be able to communicate well with the public in safety measures.
- Knowledge of Road Safety and Transport Act and Regulation.
- Adequate knowledge on Safety education and awareness methods.
- Knowledge about Road and Traffic signs.
- Skills in driving of all categories of vehicles.
- Ability to interpret Transport and Traffic Regulations.

4. COMPLEXITY OF WORK: *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The incumbent is responsible for supervising fitness and auto emission test results, which demands sound technical knowledge in the field of auto engineering. He will have to work in close co-operation with Traffic Police and all types of drivers and the vehicle owners.

The work typically consists of clear-cut and directly related tasks requiring little or no choice in deciding what needs to be done.

5. SCOPES AND EFFECT OF WORK: *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

Safety is the theme for all the road users; the incumbent is responsible for supervising precise fitness test and vehicle emission test, which will greatly benefit all road users.

The work typically consists of simple routine operations with few tasks or procedures effecting mainly the immediate organizational unit.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1. Instructions: *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The Motor Vehicle Inspector will carry out his duties under the instructions of the superior.

6.2. Guidelines: *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

The Motor Vehicle Inspector II will perform his duties as per the Act and Regulations and the set guidelines available in the Road Safety and Transport Authority.

The work typically consists of specific assignments with clear detailed instructions covered by such detailed guidelines which must be followed with supervisor available.

7. WORK RELATIONSHIPS: *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*

The employee will maintain close contact with his Supervisor within the organization, general public and Traffic Police in order to discharge his duties effectively.

Personal contacts are normally with employees within the immediate office or with the general public, but only to give or receive factual information.

8. SUPERVISION OVER OTHERS: *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates*

As a Motor Vehicle Inspector (II), supervision in relation to traffic discipline, methods of driving test and emission test is exercised to all the general public from time to time.

9. JOB ENVIRONMENT: *Describe physical exercise required, such as walking, standing, lifting objects, etc., and/ or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts*

Being a MVI (II), he had to attend accident sites as per the instruction of the supervisor, which obviously involves physical exertion. He will also be exposed to health hazard while supervising vehicle emission test.

The work normally involves some physical exertion such as long periods of standing, walking, or moderate to heavy lifting and/or moderate risk and exposure to chemicals or health hazards and discomfort which require special safety precautions.