

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
POSITION DESCRIPTION FORM

1. JOB IDENTIFICATION:

- 1.1 **Position Title:** Motor Vehicle Inspector III
- 1.2 **Position Level:** S5
- 1.3 **Major group:** Transportation & Aviation Services
- 1.4 **Sub Group:** Land Transport Services
- 1.5 **Job Code No.:** 19.820.14
- 1.6 **Job Location:** (Complete as appropriate) Regional Office

Ministry: Information and Communications, Department: Road Safety and Transport Authority,

Division:

Section: _____ **Unit:** _____

- 1.7 **Title of First Level Supervisor: MVI (II)**

2. PURPOSE, DUTIES AND 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: Check and inspect vehicles in line to Road Safety and Transport Act and Regulations. Conduct emission and vehicle fitness tests.

Duties and Responsibilities	% of Time
• Assist in conducting driving test both theoretical/practical and process driving license	20 %
• Regular and random inspection with emphasis on Safety of all types of vehicles and related documents.	20 %
• Highway checking and issuance of Transport Infringement Notice to the traffic offenders.	20%
• To conduct Auto emission test under the supervision of Sr. Motor Vehicle Inspector.	20 %

<ul style="list-style-type: none"> • Conduct half yearly and yearly motor vehicle fitness and emission test of all types of vehicles. 	20%
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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

Non- Class X with Certificate

3.2 Training :

3.3 Length and type of practical experience required: Entry

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.
- Brief knowledge of Road Safety and Transport Act and Regulation.
- Theory and practical knowledge on repair and maintenance of motor vehicles.
- Good knowledge on description of traffic offences.
- 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 conducting driving test, auto emission test and processing of licenses, which demands sound technical knowledge in the field of auto engineering. To produce good or bad drivers will depend on his knowledge of conducting driving test. He will have to work in close co-operation with Traffic Police and all 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.*

The incumbent is responsible for conducting precise driving test and vehicle emission test, which will greatly benefit the drivers and the general public.

- * 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 direct instruction of the Motor Vehicle Inspector (II).

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 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, 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, 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 carrying out vehicle emission.

- * 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 and health hazards or discomfort, which require special safety precautions.