



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 391.6

Job Title: **SENIOR REGULATORY INVESTIGATOR**

Pay Grade: 14

GENERAL SUMMARY:

Schedules work assignments and participates in enforcement of City transportation section ordinances by performing required safety and compliance inspections of vehicles-for-hire and issuing the prescribed permits and licenses and investigating Code violation complaints.

RESPONSIBILITIES:

- Leads other investigators; schedules work assignments and reviews the work of subordinate investigators; trains and evaluates employees.
- Examines and verifies information on applications for taxicab and wrecker licenses and permits; issues appropriate licenses/permits.
- Inspects vehicles-for-hire as required by ordinance.
- Administers examinations to newly approved applicants for taxicab licenses.
- Verifies, updates and inputs vehicle inspection data into proper computer data file.
- Investigates public complaints regarding vehicles covered by city transportation section ordinances; conducts personal interviews with the parties concerned; prepares written reports of the incidents.
- Issues citations to transportation code violators; testifies in Municipal Court as required.
- Answers questions concerning ordinances and inspections from the public and industry.
- Performs special office assignments as requested, i.e., general office duties, courier tasks, and data research for various reports and surveys.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. May require a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

One year of work experience in document research, investigations, or a related field is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Regulatory Investigator
Senior Regulatory Investigator
Regulatory Supervisor
Regulatory Manager

Effective: October 1990

Revised: August 1993