



Example of Vehicle Inspector Job Description

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Our company is growing rapidly and is looking to fill the role of vehicle inspector. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for vehicle inspector

- Complete daily inventory of all arriving vehicles
- Report all status detail in a timely manner to leadership and primary stakeholders
- Work with vendors to ensure proper processes are followed
- Establish and maintain working relationships with site personnel
- Issue resolution with any and all parties involved within the process scope
- Follow all posted safety requirements
- Ability to work in all weather conditions and get dirty at times
- Willingness to travel to other regions to support needs, if necessary
- Inspect the mechanical condition of buses, heavy duty trucks, vans, suburbans, station wagons and other commercial vehicles
- Check both controlled and preventative maintenance programs, driver's hours of labor records and facility of fleet operators

Qualifications for vehicle inspector

- Six months of experience in a position dealing with the public or customer service
- Six months of experience in a lead or supervisory role
- Proficient with Microsoft products (Word, Excel, Outlook, PowerPoint)
- Ability to work autonomously at times with limited supervision
- Team player with the ability to work directly with co-workers, managers, customers, and other onsite personnel

