



Working title: Motor Vehicle Programs Inspector

Class title: Inspector V

Posting No.: 0503-26

Opening Date: 05/01/2026

Closing Date: Open Until Filled

Location: Houston (East Region*)

Class Code: 1325

FLSA: Non-Exempt

Salary Group/Salary: B20, \$59,000.04 - \$63,000.00/yr.

Division: Field Inspections

Number of positions: 1

General Description

Performs advanced (senior-level) inspection work related to assigned programs, which includes Tow Trucks and Operators, Used Auto Parts Recyclers, Vehicle Storage Facilities and may also include Barber, Cosmetology, Driver Education, Licensed Breeder, Massage, Midwives, and Orthotists and Prosthetists. Work involves assisting in the planning, field training, and conducting of inspections and investigations to identify potential signs of catalytic converter theft and other crimes related to motor vehicles and ensure compliance with Department statutes. Prepares reports on findings and may assist with recommendations on actions. Assists in planning, assigning, and evaluating the work of others, and the development and delivery of training materials related to motor vehicle crimes. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment. Daily travel is required and may be extensive and include overnights and weekends. This position reports to a Region Manager within the Field Inspections Division.

*East Region includes Houston, Harris County and surrounding counties.

This position is home-based.

Essential Job Functions

- Conducts and oversees the timely completion of risk-based inspections of facilities and equipment for compliance with Department statutes and identification of motor vehicle crimes. Mentors and provides field training to other inspectors on the potential signs of catalytic converter theft and other crimes related to motor vehicles. May assist in additional inspection responsibilities in other programs or divisions as needed.
- Oversees, evaluates, and prepares inspection and investigative reports, records, and correspondence.
- Assists Field Inspection Region Managers and liaisons in gathering and analyzing data and reports and inspects facilities and equipment for compliance with laws, rules, regulations and adopted standards.
- Works in cooperation and harmony with the Region Manager, Field Inspections Support, Training and Analytics section, and TDLR staff in the performance of all duties, including personnel in other divisions.
- Assists in providing field training to develop team goals in line with Field Inspections policies, procedures, and expectations, and the identification and reporting of signs of catalytic converter theft and other crimes related to motor vehicles. Provides guidance and direction and serves as a technical resource for inspectors.
- Oversees the coordination and provision of education and inspection programs to internal counterparts and external stakeholders, including Motor Vehicle Crime Prevention Authority (MVCPA) partner agencies.
- Recommends enhancements to Field Inspection Division policies and procedures based on trends and feedback from field staff and staff from other divisions.
- Maintains a physical and virtual presence in the field, by observing, assisting, and coaching as necessary to improve performance in all aspects of Field Inspections Division.
- Oversees and supports projects related to Field Inspections efforts related to catalytic converter theft and other crimes related to motor vehicles, including assisting in organizing team trainings and meetings, as well as assisting in the planning of inspector field and cross-divisional training schedules. Assists in overseeing special projects and may conduct follow-up inspections for division programs, including when potential signs of catalytic converter theft and other crimes related to motor vehicles are discovered.
- Serves as a key communication link between the Region Manager and Field Inspection staff in relations to identifying changing field inspection and trends relating to catalytic converter theft and other crimes related to motor vehicles and the resolution of day-to-day technical challenges. Identifies and follows up on inspection trends and communication

loops with internal staff and external stakeholders, including Motor Vehicle Crime Prevention Authority (MVCPA) partner agencies.

- May assist with onsite or virtual inspections and investigations of businesses, establishments, and facilities to identify signs of catalytic converter theft and other crimes related to motor vehicles and determine compliance with laws, rules, and regulations.
- Oversees, participates in, or conducts investigations of complaints referred from the Enforcement Division or other governmental entities to identify signs of catalytic converter theft and other crimes related to motor vehicles and determine compliance with laws, rules, and regulations.
- May assist in preparing or presenting testimony and evidence in formal hearings or court proceedings.
- Communicates with other Inspectors, Field Inspections management, and the Support, Training and Analytics team to ensure consistent implementation of approved inspection and investigations procedures. May assist with the day-to-day operations of the region.
- Acts as a liaison to Agency staff, consumers, and regulated industries regarding Field Inspections Division activities.
- May assist in the interaction and exchange of information with various state or federal law enforcement organizations, including cross-divisional and interagency taskforces related to catalytic converter theft and other crimes related to motor vehicles, including the Motor Vehicle Crime Prevention Authority (MVCPA).
- Complies with Division and/or Agency training requirements.
- Upholds the spirit of teamwork by encouraging, mentoring, supporting, and demonstrating TDLR core values within TDLR and the public.
- Keeps the Field Inspections Director and Region Manager appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the Programs and the Department.
- Adheres to all Department procedures and personnel policies and performs related work as assigned.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Five (5) years of experience in inspection or investigative work is required.
- Must possess a valid class C driver's license, proof of auto liability insurance, and an acceptable driving record from the Department of Public Safety.
- Willingness to travel up to 50% is required. Daily travel is required and may be extensive and include overnights and weekends. Use of personal vehicle or assigned agency fleet vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.
- Willingness to work extra hours, including weekends, nights, and holidays as workload requires.
- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is preferred and may substitute for two (2) years of the investigative/inspection experience requirement.
- Experience and/or education in automotive technology, vehicle storage facilities, used auto parts recyclers, and/or vehicle towing is preferred and may substitute for the investigative/inspection experience requirement on a two-year for one-year basis.
- Five (5) years of experience in the identification and reporting of catalytic converter theft or other crimes related to motor vehicles or conducting inspections or investigations of businesses where catalytic converter theft and other crimes related to motor vehicles may occur, such as used auto parts recyclers and/or vehicle storage facilities is preferred.
- Experience writing inspection or investigation reports is preferred.
- Experience collaborating with local, state, and federal law enforcement agencies is preferred.
- Certification from the Council on Licensure, Enforcement, and Regulation (CLEAR) National Certified Investigator and Inspector Training (NCIT) program is preferred, or the ability to obtain it within 12 months of hire date.
- Experience in Vehicle Storage Facility, Towing, and Used Auto Parts Recyclers Inspections or Investigations is preferred.
- Experience with Microsoft Office software, web-based communications, mobile devices, and web-based research is preferred.
- Experience providing training to others.
- Bilingual in Spanish, Vietnamese, or Chinese is preferred.

Knowledge, Skills, and Abilities

- Knowledge of laws, rules, and standards and inspections procedures related to assigned programs.
- Knowledge of automotive technology, used auto parts recyclers, vehicle storage facilities, and laws relating to catalytic converter theft and other crimes related to motor vehicles.
- Knowledge of inspection and investigative principles, techniques, and procedures; and, of hearing/court procedures, practices, and rules of evidence.
- Knowledge of public administration and management techniques; research and training techniques; and, of program

management processes and techniques.

- Knowledge of business practices in regulated occupations and businesses.
- Skill in the use of computers, data collection systems, mobile devices, or any technology used to automate the inspection process including route optimization programs and related equipment.
- Skill in maintaining records and written reports.
- Skill in the use of MS Office applications.
- Skill in conducting inspections and in determining proper courses of action.
- Ability to effectively provide a high level of customer service and to resolve conflicts in a diplomatic manner.
- Ability to communicate effectively with others in a professional manner.
- Ability to conduct inspections and investigations; to interpret and apply laws, rules, and regulations; and, to conduct interviews and gather facts.
- Ability to evaluate findings and prepare concise reports.
- Ability to testify in hearings and court proceedings.
- Ability to identify measures or indicators of program performance.
- Ability to train and mentor others.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to climb stairs, stoop, bend, squat, crawl, and work in confined, cramped places.
- Must be able to lift equipment and supplies weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.
- Ability to work in construction/industrial areas and outdoors in adverse weather conditions.
- Position may involve exposure to chemicals, gas, cleaning solutions, fumigants, and noise.
- Position may involve exposure to dangerous machinery and/or electrical danger.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.