

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Quality Assurance Specialist (Automotive Equipment)	Level:	1
Title Code:	34172-01	Work Location:	33 Beaver Street New York, N.Y. 10004
Office Title:	Vehicle Policy Specialist	Salary:	\$38,058 - \$53,999 (new hire) \$43,767- \$53,999 (incumbent)
Division/Work Unit:	Office of Policy	No. of Positions:	1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including yellow medallion taxis, community car services and livery cars, black car services, luxury limousines, commuter vans and paratransit services. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds hearings for violations of City and TLC rules and regulations, making it the most active taxi and limousine licensing regulatory agency in the United States. To learn more about the TLC, please visit: www.nyc.gov/taxi.

The Office of Policy at the NYC Taxi and Limousine Commission is responsible for providing policy guidance and spearheading exciting new initiatives. It works in conjunction with the Office of the Commissioner, the Office of External Affairs, and the various Deputy Commissioners to ensure that the agency meets the goals of the administration and fulfills its mission. Under the leadership of the Director of Policy, the Vehicle Policy Specialist will evaluate vehicles under consideration for approval for use in one of the TLC regulated industries, in coordination with agency policy initiatives. The successful candidate will work with a team of policy analysts and the Safety and Emissions division at the TLC's proprietary vehicle inspection facility. Responsibilities may include but are not limited to:

- Research and provide policy guidance on individual motor vehicles and their suitability for use as New York City medallion taxicabs, borough taxis, livery vehicles, paratransit vehicles, and commuter vans.
- Research and provide policy guidance on wheelchair-accessible motor vehicles and conversions of existing motor vehicles, and their suitability for use in New York City's regulated for-hire industries.
- Provide guidance regarding issues affecting the automobile manufacturing industry and related industries for special initiatives, projects, and internal discussions.
- Work with policy staff to develop long-term strategies to deal with issues of vehicle availability, reliability, and emerging technologies.
- Assist the Safety and Emission division in the development of protocols to assess potential vehicles for approval for use.
- Discuss potential vehicle specifications with industry stakeholders.
- Project Management – Develop timelines for implementation; participate in planning and problem-solving sessions with a team of policy analysts; and meet project milestones and deadlines.
- Overall support – Write reports, create PowerPoint, and give presentations to the Commission. Take an active role in supporting the activities of the agency.

PREFERRED SKILLS/QUALIFICATIONS

Interested candidates should have excellent written and verbal communications skills, effective problem-solving skills, and the ability to prioritize, manage time, and engage in multiple tasks in a fast-paced environment. Candidates should be highly motivated and able to work well independently and as part of a team. The successful candidate will have a bachelor's degree from an accredited college or university in automotive, mechanical, or industrial engineering, business administration, manufacturing operations, sustainable technology, or a related field. A degree or certificate in automotive repair or automotive technology is not acceptable to meet the minimum qualifications for this position. A demonstrated interest in transportation policy is strongly preferred.

QUALIFICATION REQUIREMENTS

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, conducting quality assurance inspections and tests to determine the acceptability and safe operation of automotive vehicles and transport equipment, inspects automotive parts, supplies and repairs to ensure adherence to purchase or contract specifications; or
2. An associate degree from an accredited college, plus three years of satisfactory fulltime experience as described in "1" above; or
3. A baccalaureate degree from an accredited college, plus one year of satisfactory full-time satisfactory experience as described in "1" above; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit may be substituted for experience on the basis of 45 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.

New York City Residency Required

To apply please submit 2 copies of resume and 2 copies of cover letter to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Department
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: April 30, 2012	Post Until: Filled	JVN: 156-2012-100887
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer