



# Used Vehicle Inspector

Job Code: 12  
Salary Grade:

Job Family: Inspector  
Last Updated: 12/28/2007

AIM  
330 Golden Shore  
Suite 400  
Long Beach, CA 90802

## Job Summary

Conducts vehicle inspection activities within designated responsibility area. Performs uniform, consistent inspections in the field for off-lease, credit, company and fleet vehicles. Maintains and adheres to company standards for all inspections, accurately evaluate the severity of damage utilizing a Microsoft Windows based hand held computer. Ensures timely transmission of inspection results on a daily basis.

Contributes to building brand value and achieving enduring profitable growth.

## Job Functions

*The following job function statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The job function statements reflect expectations of the fully trained, proficient incumbent who meets all performance criteria.*

1. Performs vehicle inspections in a demanding outdoor environment based on assigned location, responsible for quality of inspections, consistency of standards, performance of data transmission, and timeliness of inspections. Ability to interpret and make analytical inspection decisions based on a defined set of guidelines applied to used vehicles.
2. Communicates with Area Supervisor, clients, and auction personnel in order to resolve local issues.
3. Possess excellent oral and written communication skills and have the ability to listen and respond effectively to customer concerns. Fosters good public relations with auction personnel and/or rental account agents.
4. Documents and records vehicle damages, utilizing a handheld computer/printer, digital camera, and cellular telephone. Ability to identify physical auto damage, previous repair, frame damage, hail damage or flood damage and explain the results of the inspections with the rental account representative or auction personnel upon completion of inspection.
5. As necessary, performs other related duties of which the above are representative.

## Minimum Qualifications

*The following qualification statements reflect the minimum skills and abilities required of the qualified applicant.*

1. Job Knowledge and Skill:  
Good communicator in variety of settings, interacts effectively with a wide range of people. Ability to identify existing and previous body/paint work. Ability to utilize a Windows based pricing system. Can effectively work with a minimum of supervision. Contributes to team objectives and has a willingness to assist in other facets if necessary.
2. Experience:  
Automotive experience is a plus, but will train the right candidate.
3. Education:  
High School or GED equivalent. Consider equivalent technical courses, seminars and/or industry experience. ASE/ICAR certification a plus.
4. Computer Skills:  
Working knowledge of word processor, spreadsheet, MS Outlook, web based applications, ability to adapt to new technology as it becomes available.



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## Physical Requirements

*The physical requirements described below are representative of those an employee must normally meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential job functions.*

1. Travel:  
Some overnight travel. Day to day travel dependent on area of responsibility.
2. Work Conditions:  
Ability to work outside in varying environmental conditions including changing weather situations and temperature changes. Must be able to walk long distances, be on their feet for long periods of time and pass an eye exam.  
  
Ability to review vehicles both exterior/interior and undercarriage including the lifting/opening of both the hood and trunk lid.
3. Ability to Operate a Motor Vehicle  
Must possess a valid driver's license.

AIM is an equal opportunity employer with excellent pay and benefits.

Drug testing employer

Background checks performed

For consideration please submit resume to [HR@aiminspections.com](mailto:HR@aiminspections.com)



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## ***Employee Standards***

*The following employee standards define how the Alliance Inspection Management (AIM) Brand Identities exist in every AIM position. These standards are critical to an employee's successful performance of daily responsibilities, successful achievement of short and long-term objectives, and contribution to our goals of building brand value and achieving enduring and profitable growth.*

### 1. Customer Focused:

- Focuses efforts on converting customers to enthusiastic advocates for our brand, by delivering consistent and passionate product and service performance that exceed customer value expectations.
- Analyzes decisions from the customer's viewpoint and takes action with the customer's needs and values in mind.

### 2. Cross-Functional and Global:

- Supports a working culture of cross-functional cooperation and synergy (cross-divisional, cross-regional, and cross-hierarchical).
- Demonstrates the ability to team with people from within the organization, independently of borders (functions, regions, and affiliates), to reach our overall company targets.

### 3. Brand Aligned:

- Consistently contributes to building brand value by delivering on our brand promise.
- Evaluates potential decisions and actions with the following brand filter questions:

## **E-Valuations**

- Are we anticipating the needs of our customers and respecting their individual requirements?
- Are we being imaginative in looking for a way to use technology or to design a better product or service to satisfy the needs of our customers?
- Will this help to make our customers not merely satisfied, but enthusiastic about the AIM Inspection process?
- Are we setting our own standards or are we just following the crowd?
- Are we using technology and ingenious thinking for real customer benefit?
- Are we anticipating, not just reacting to our customers' needs?
- Will this help create an invigorating and refined premium experience for our customers?
- Will each customer feel genuinely understood?
- Are we enthusiastically seeking new possibilities, optimizing every situation, and re-defining new levels of customer service excellence?
- Are we being strong and graceful?
- Actively listens, welcomes diverse opinions, and makes necessary, timely, and innovative decisions.

### 4. Stretch Goals and Growth:

- Orients performance and realization of stretch objectives based on competitive benchmarks.
- Focuses goal achievement on the required direction of profitable growth.