1. Assigned as vehicle entry control officer, with responsibility to control vehicle entry into facility by searching and clearing vehicles.
2. Identified improperly repaired items and addressed with [Job title] to resolve.
3. Test drove vehicles following repair work to check for any remaining issues.
4. Prepared reports on vehicles' condition after inspection and submitted to [Job title].
5. Took photos of all damaged areas to include with repair reports.
6. Issued notices and recommended corrective actions upon discovery of infractions or problems.
7. Reconciled vehicle information with documentation, including driver records and maintenance receipts, to complete accurate paperwork.
8. Conducted in-depth inspections of vehicles to identify damage, missing parts and mechanical issues.
9. Liaised with local officials and law enforcement personnel to verify reported vehicle infractions of violations.
10. Performed low-pressure fuel evaluative tests (LPFET) to test for harmful emissions from vehicles without onboard diagnostics (OBD) equipment.
11. Analyzed effects and legality of vehicle modifications, including fuel system changes and emissions adjustments.
12. Inspected vehicles or other equipment for evidence of abuse, damage or mechanical malfunction.
13. Address reported equipment failures or violations regarding vehicle operations, investigated accidents and drafted detailed reports.
14. Evaluated vehicles for damage, assessed functionality and determined roadworthiness.
15. Performed vehicle inspections to check adherence to rules, standards or regulations, and issued violations for offenders.
16. Increased customer satisfaction by resolving [product or service] issues.
17. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
18. Reviewed vehicle repairs to check work for quality and assess whether services performed were within acceptable quality and safety guidelines.
19. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
20. Created plans and communicated deadlines to ensure projects were completed on time.