



Classification: BAT Van Driver

Title Code: -

Pay Range: -

POSITION SUMMARY:

This is a part-time position where the employee assists with sobriety checkpoints at a predetermined location. Work is subject to close supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Operates the Mobile Blood Alcohol Testing (BAT) Van in a safe and efficient manner when setting up and during the conduction of the sobriety checkpoint.

Maintains the BAT Van for cleanliness (e.g., interior and exterior, before and after the checkpoint); checks equipment such as lights, tires, generator, etc., and identifies and notifies Field Operations Bureau of needed repairs.

Assembles information to attend the sobriety checkpoint briefings such as driver packet and trip mileage report; submits expense reports and time records upon the completion of each checkpoint.

Secures Datamaster, simulator, signs, cones and related equipment for proper transportation.

Maintains inventory of supplies in van at conclusion of each sobriety checkpoint; orders supplies as necessary.

Performs clean up of body fluids in BAT Van from intoxicated individuals being processed.

Assist officers at checkpoint with setup and cleanup or as requested.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the rules of safe operation of motorized equipment and of traffic laws of the State of Missouri.

Ability to operate a large motor vehicle safely and efficiently.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to perform clean up of body fluids in BAT Van from intoxicated individuals being processed.

Ability to understand and carry out instruction.

Ability to maintain records and prepare necessary reports.

Ability to establish and maintain harmonious working relations with others.

Ability to lift, move and stack heavy objects weighing up to 50 pounds (Datamaster, signs, traffic warning devices, etc.).

Ability to work various weather conditions.

Ability to perform minor maintenance on motor vehicle and equipment (check fluids, lights, tire pressure, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must be a current fulltime member (current rank below Lieutenant) or civilian employee of the Missouri State Highway Patrol.

NECESSARY SPECIAL REQUIREMENTS:

Must possess or obtain and maintain a valid Missouri Class E driver license within thirty days of assignment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works on weekends. Work hours are set by the Officer In Charge and are subject to change at the discretion of the Officer In Charge.