



Classification: CVE Inspector I
Title Code: V07721
Pay Range: 17

POSITION SUMMARY:

This is an entry-level position where the employee weighs and inspects commercial vehicles to detect violations of state and federal law and regulations that pertain to their operation. The employee must be able to accommodate shift work and working outdoors during inclement weather condition. Work is performed under close supervision by a designated supervisor. An employee at this level will be on probation for at least six months.

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.)

Weights commercial vehicles for violations of axle weight, gross weight, and licensed weight; conducts various levels of driver and vehicle safety inspections on commercial vehicles.

Measures the height, length, and width of commercial vehicles to detect over-dimension violations.

Physically inspects commercial vehicles for unsafe equipment and reviews driver's records of duty status for illegal driving practices; takes appropriate enforcement action when noncompliance is found; prepares reports pertaining to violations and testifies in court when required.

Inspects cargo to insure commodity transported corresponds to the shipping documents and carrier's authority; conducts inspection of hazardous material carriers to determine compliance with proper marking, labeling, packaging, and placarding requirements; ascertains if hazardous material and/or waste is accompanied by proper shipping documents.

Enforces the Missouri statutes and the various regulations promulgated by various state and federal agencies pertaining to the operation of commercial vehicles.

Determines whether vehicles and materials being transported are in compliance with licensing and transportation authority laws.

Issues and collects fees for fuel tax, temporary trip permits, and reciprocity trip permits.

Conducts driver and vehicle computer inquiries relating to commercial vehicle enforcement.

May drive patrol vehicles to various inspection sites or to assist with special assignments.

Keeps informed of changes in statutes, department regulations and commercial vehicle regulations of other regulatory agencies that affect enforcement operations by studying and reviewing department directives, training materials, periodicals, etc.

Performs scale maintenance and cleaning as needed.

Classification: CVE Inspector I

Title Code: V07721

Pay Range: 17

Page 2

Performs building and grounds maintenance as necessary to keep a professional appearance of the inspection facilities.

Performs job-related travel, as assigned.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to comprehend State and federal laws governing commercial vehicles.

Ability to accommodate shift work.

Ability to work in inclement weather.

Ability to establish and maintain harmonious working relations with others.

Ability to operate computers.

Ability to set up and operate portable scales in order to properly weigh commercial vehicles.

Ability to conduct various levels of driver and vehicle safety inspections on commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to enforce commercial vehicle laws and regulations with firmness, tact, and impartiality.

Ability to detect unsafe equipment on vehicles and to take the appropriate corrective action.

Ability to operate communications equipment (e.g., Patrol radio), telephone, fax, machine, calculator and measuring devices (e.g., tape measure and calipers).

Ability to prepare reports as directed.

Ability to testify in court and defend findings of fact.

Ability to safely operate a motor vehicle.

Ability to position self and equipment necessary to inspect commercial vehicles.

Ability to handle fees collected for fuel tax and reciprocity permits and remit per Patrol policy.

Ability to study and review materials to keep abreast of changes in the commercial vehicle enforcement field.

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

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

Ability to establish and maintain harmonious working relations with others.

Classification: CVE Inspector I

Title Code: V07721

Pay Range: 17

Page 3

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.)

Graduation from high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least twenty-one years of age at the time of appointment.

Must possess and maintain a valid driver's license.

Must be able to successfully complete the first available eight-week Basic Commercial Vehicle Inspector training course as approved by the Superintendent of the Missouri State Highway Patrol in Jefferson City, Missouri, as well as an on-the-job training program.

Shall not have been convicted or have any indictment or information pending for an offense involving moral turpitude.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have tattoos that a reasonable person would find offensive, such as tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.