



Classification: Commercial Vehicle Enforcement (CVE) Inspector Supervisor I
Title Code: V07711
Pay Range: 24

POSITION SUMMARY:

This is responsible supervisory work in directing, controlling, and coordinating the activities of CVE Inspectors in the operation of a weigh station. This position is responsible for enforcement of state laws, administrative orders, rules, and regulations relating to the operation of commercial vehicles. This individual performs safety and regulatory inspections of drivers, commercial vehicles, and cargo. The employee is expected to exercise independent judgment and discretion in the performance of job duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

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.)

Schedules, plans, directs, supervises, and evaluates the work of no more than five Commercial Vehicle Enforcement Inspectors in the daily operation of one or more weigh stations.

Inspects cargo to determine compliance with hazardous material regulations and Federal motor carrier safety regulations. Determines whether vehicles, drivers, and materials being transported are in compliance with licensing and transportation authority laws; issues and collects fees for fuel tax and reciprocity trip permits.

Keeps abreast of all laws, regulations, and changes in CVE Program; instructs and reviews the work of subordinates concerning new or revised policies and procedures.

Places vehicles and/or drivers out-of-service when out-of-service criteria are detected and covertly monitors the movement of vehicles and/or drivers who violate the out-of-service orders.

Conducts studies of violation reports to determine the hours of operation and location of scales to best utilize the available time of subordinates.

Performs duties of a Commercial Vehicle Enforcement Inspector as needed.

Maintains current records and files; prepares and forwards special reports as required.

Deals with a variety of individuals, in person and over the telephone, within and outside the department (e.g., other law enforcement personnel; local, state, and federal government officials; elected officials; prosecuting attorneys; trucking industry personnel; general public; etc.) to interpret and explain provisions of the state and federal motor carrier safety laws, rules and regulations the commercial vehicle enforcement inspectors are authorized to enforce.

Communicates appropriate information to superior officers about commercial vehicle enforcement and/or related patrol activities to keep them apprised of accomplishments, problems, trends, etc.

Plans, coordinates, and/or assigns subordinates work activities in order to maintain efficient and effective commercial vehicle enforcement, meets CVE Division needs, satisfies requests and promotes public relations by considering priorities, available manpower, workload, and specific work specialties of subordinates.

Classification: CVE Inspector Supervisor I

Title Code: V07711

Pay Range: 24

Page 2

Compiles and maintains records (e.g., arrest or warning record, inspectors' daily reports, weigh station hours of operation, employees' attendance records, monthly activity reports, schedule of 28-day work period record, Missouri Highway Reciprocity 72-hour trip permits, etc.) created by personnel within assigned weigh stations.

Reviews periodicals, federal regulations, and operations manuals in order to maintain current knowledge in the CVE field (e.g., hazardous materials, interstate and intrastate trucking requirements, commercial driver's license requirements, waste truck requirements, etc.); ensures that changes are communicated to appropriate staff via channels.

Interprets and explains the provisions of the state and federal Motor Carrier Safety laws, rules, and regulations reference enforcement via in-person and telephone inquiries from commercial operations, terminal personnel, and the motoring public.

Serves as an expert in commercial vehicle enforcement by providing technical assistance to the Prosecuting Attorney or Court Officials reverence CVE; testifies in court as an expert witness, as requested.

Performs job-related travel, as assigned.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of Patrol policies and procedures, to include, but not limited to Commercial Vehicle Enforcement.

Thorough knowledge of the techniques, practices, procedures, and equipment used in Commercial Vehicle Enforcement.

Thorough knowledge of the laws and regulations that govern the operation and use of commercial vehicles.

Thorough knowledge of hazardous/radioactive materials as they pertain to Commercial Vehicle Enforcement, and exercise the proper safety procedures in dealing with same.

Some knowledge of the basic principles and practices of supervisory techniques.

Ability to conduct level one driver and vehicle safety inspections on commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to operate a Patrol vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri Statutes.

Ability to utilize problem-solving skills, exercise judgment, and make decisions in accordance with laws, policies, and regulations.

Ability to effectively plan, direct, and supervise the work of others.

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

Ability to inspect documents associated with the commercial motor vehicle industry, and detect fraud and/or forgery.

Classification: CVE Inspector Supervisor I

Title Code: V07711

Pay Range: 24

Page 3

Ability to practice the safety procedures involved in administering first aid, and dealing with body fluid and/or blood-borne pathogens.

Ability to deal with a wide variety of individuals in potentially hostile situations in a professional, patient, and efficient manner.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of commercial vehicle inspection results and enforcement actions(s) taken.

Ability to comprehend, communicate, and enforce state and federal laws and regulations governing commercial vehicles with firmness, tact, and impartiality.

Ability to exercise patience and diplomacy in dealing with the public.

Ability to create, review, and edit reports for completeness, clarity, accuracy, and legibility.

Ability to exercise judgment and discretion.

Ability to communicate thoughts and concepts verbally and in writing.

Ability to understand and follow written and verbal instructions.

Ability to operate equipment necessary to successfully complete assigned job duties.

Ability to operate weigh scales, communications equipment, measuring devices, computer terminal, calibration equipment, and telephone in the completion of job duties.

Ability to position self and equipment under, in, around, and over vehicles and cargo being inspected.

Ability to represent the Patrol and make presentations reference commercial vehicle enforcement to a variety of individuals.

Ability to maintain composure while under cross-examination in regard to personal and professional qualifications, and defend findings of fact and subsequent enforcement actions(s) taken in court.

Ability to maintain complex records and files.

Ability to work independently.

Ability to work in inclement weather.

Ability to accommodate shift work.

Ability to recertify as a first responder.

Ability to perform light building and ground maintenance as necessary (e.g., mowing lawns, painting trim, trash removal, etc.).

Ability to perform job-related travel.

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

Classification: CVE Inspector Supervisor I

Title Code: V07711

Pay Range: 24

Page 4

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

Ability to establish and maintain harmonious working relations with others.

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.)

Possess at least four years experience within the Commercial Vehicle Enforcement section of the Missouri State Highway Patrol (must have served at least one year as a CVE Inspector III/CVO II).

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver license.

Possess at least one year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor.

Must have successfully completed a job related written examination specified by the Director of the Commercial Vehicle Enforcement Division.

Pursuant to General Order 26-04, 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, subversive groups, bigotry, etc. Applicants will no longer be hired for uniformed civilian positions if they have any tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any 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.