



**Classification:** Commercial Vehicle Enforcement (CVE) Training Coordinator

**Title Code:** -

**Pay Range:** -

**POSITION SUMMARY:** This position develops, schedules and coordinates courses relative to Commercial Vehicle Enforcement (CVE) laws, rules, and Federal Motor Carrier Safety Administration (FMCSA) regulations. The employee will conduct CVSA related training and may conduct training for outside agencies and industry. The employee must exercise independent judgment and initiative in the performance of assigned duties. General direction is received from the designated supervisor, but the employee is given wide latitude for using independent judgement and initiative to ensure compliance with established policies, procedures, and federal regulations.

**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.):

In addition to the duties performed by CVE personnel in the field, this employee:

Plans, coordinates, and implements the basic North American Standard Training for personnel assigned to CVE related duties with the Patrol and requesting outside agencies; to include in-service training for all nine troops and basic CVE training for all new employees.

Works closely with the Patrol's information technology division to ensure all CVE related computer software is up-to-date and is provided to field personnel in an efficient manner; ensures that all information submitted by the Patrol into Federal data bases are completed in a timely and accurate manner.

Interprets and explains the provisions of the State and Federal Motor Carrier Safety laws, rules, and regulations regarding enforcement to commercial vehicle industry representatives and the general public.

Plans, schedules, coordinates, and supervises the duties of assigned personnel within the component.

Assists in the development and/or revision of policies related to the functions, services, and procedures of the component.

Reviews state and federal regulations, operations manuals, periodicals, etc. in order to maintain current knowledge in the CVE field (e.g., interstate and intrastate trucking requirements, commercial drivers' license requirements, etc.); ensures that changes are communicated to appropriate staff via channels, updates training materials as appropriate, recommends changes to policies, etc.

Prepares appropriate reports and correspondence for component director's approval and signature.

Represents the division at various special events, meetings, and conferences relating to all aspects of commercial vehicle enforcement; conducts presentations to public service organizations and other interest groups.

Performs job-related travel as necessary.

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

Thorough knowledge of the basic techniques, practices and procedures used in commercial vehicle enforcement operations.

Considerable knowledge of Federal Motor Carrier Safety Regulations.

Considerable knowledge of Federal Hazardous Material Regulations and Hazardous Material First Responder protocol.

Ability to effectively plan, direct, and supervise the work of others; as well as some knowledge of the basic principles and practices of supervisory techniques.

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

Ability to assist agency staff in identifying training needs and developing training programs.

Ability to effectively plan, develop, and organize materials for use in training programs.

Ability to lead discussions and instruct participants in training classes.

Ability to present ideas clearly.

Ability to operate audiovisual aids and other equipment used for training purposes.

Ability to learn how to produce computer presentations using Microsoft PowerPoint or other presentation-based computer software.

Ability to lead discussions during specialized training classes and solicits ideas, thoughts and comments from classroom participants.

Ability to complete applicable technical training courses as specified by the component director.

Ability to perform research and analyze information into reports and/or presentations.

Ability to make oral and written reports and presentations clearly, concisely, and effectively.

Ability to operate basic office equipment as detailed in the description of duties.

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.

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 currently classified as a Commercial Vehicle Enforcement Officer II or higher, and possess four consecutive years of experience within the Patrol's CVE Division.

If the successful candidate holds the position of CVO II, he/she must successfully complete a one year period as CVO II in CVED at GHQ, and successfully complete a job-related examination, as specified by the Director of CVED, before being promoted to CVO Supervisor I.

If the successful candidate holds the position of CVO Supervisor I, he/she must successfully complete a one year period as CVO Supervisor I in CVED at GHQ, and successfully complete a job-related examination, as specified by the Director of CVED, before being promoted to CVO Supervisor II.

If the successful candidate holds the position of CVO Supervisor II, he/she must successfully complete a one year period as CVO Supervisor II CVED at GHQ, and successfully complete a job-related examination, as specified by the Director of CVED, before being promoted to CVO Chief.

**NECESSARY SPECIAL REQUIREMENTS:** Must be a citizen of the United States.

Must possess and maintain a valid driver license.

Must obtain and maintain a valid CVE commission.

Must reside within 50 nautical miles of General Headquarters.

Must currently possess and maintain required CVSA/North American Standard Inspection Certification.

Successful completion of the Patrol's Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

**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.