

Job Description
Missouri State Highway Patrol

Class Title: CVO II

PARS Code: 7731

Effective Date: 10/25/95

Date Reviewed: 09/18/02 #9

Date Revised: 12/27/04

Immediate Supervisor: CVO Supervisor or as assigned

Position Supervised: None

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

POSITION SUMMARY

This is an advanced level position where the employee is primarily responsible for the enforcement of the laws and regulations that pertain to the operation of commercial vehicles. An employee at this level assists supervisors in planning, directing and coordinating the commercial vehicle enforcement program. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. Work is performed under general supervision by a designated superior.

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).

Weighs commercial vehicles for violations of axle weight, gross weight and licensed weight; conducts level-one driver and vehicle safety inspections on commercial vehicles.

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.

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

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 and reciprocity trip permits.

Conducts driver and vehicle computer inquiries relating to commercial vehicle enforcement via the video terminal.

Drives patrol vehicles to various inspection sites or to special assignments.

Answers questions via telephone contact from the public on Commercial Vehicle laws, policies, etc.; assists disable/stranded motorists when necessary.

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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.

Conducts on-the-job training for Commercial Vehicle Inspectors I's and II's and serves as a lead worker, as assigned.

Sets up and operates portable scales in order to properly weigh commercial vehicles.

Performs scale maintenance and cleaning as needed.

Performs building and grounds maintenance (e.g., mows lawn, mops floor, paints trim, removes trash, etc.) as necessary to keep a professional appearance of the inspection facilities.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the basic techniques, practices and procedures used in commercial vehicle enforcement.

Ability to read English effectively.

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

Ability to accommodate shift work.

Ability to work outdoors in inclement weather.

Ability to establish and maintain harmonious working relations with others.

Ability to operate computer terminals.

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

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 deal with a variety of individuals with firmness, tact and impartiality necessary to enforce commercial vehicle laws and regulations.

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

Ability to prepare reports.

Ability to testify in court and defend findings of fact.

Ability to operate a motor vehicle.

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

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

Ability to perform light building and ground maintenance as necessary (mowing lawn, painting trim, trash

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removal, etc.).

Ability to lift and transport equipment necessary to complete job duties (e.g., portable scales, hydraulic jacks, etc.).

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

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

Ability to train subordinates and serve as a lead worker, as assigned.

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

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

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING 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 have a minimum of three years experience as a Commercial Vehicle Officer I and currently possess a valid commercial vehicle enforcement commission.

NECESSARY SPECIAL REQUIREMENTS

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

Must possess a valid Missouri drivers' license at the time of appointment.

Must be of good character and never convicted of a felony or no convictions/arrests for certain misdemeanor offenses including those involving aggressive or violent behavior (i.e. domestic violence, criminal assault, etc.), disregard for the safety of others, or misuse of deadly weapons.

Must be able to successfully complete the first available twelve-week Basic Commercial Vehicle Officer training course as approved by the Superintendent of the Missouri State Highway Patrol. Also, must successfully complete an on-the-job training program monitored by a Field Training Officer for a minimum of three months.