



Classification: CVO Supervisor I - Hazardous Materials Specialist

Title Code: - V07735

Pay Range: - 24

POSITION SUMMARY:

This is responsible supervisory work in assisting the Commercial Vehicle Enforcement (CVE) function by managing the hazardous materials and radiological inspection programs. This includes training, purchasing and deployment of equipment, coordination of repairs/calibration of equipment, and attending related meetings. This person will also be responsible for resolving inspection report discrepancies between motor carriers and field officers, and instructing at seminars as requested. The officer is required to carry a firearm and exercise arrest authority within the scope of his/her duties. General direction is received from the designated supervisor, but the employee is given wide latitude for using independent judgment and initiative in providing functional supervision of the programs.

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 performing the duties of a Commercial Vehicle Enforcement Officer as needed, this employee:

Schedules, plans, directs, supervises, and evaluates the work of Scale Maintenance Technicians in their daily inspections, tests, and maintenance.

Manages the hazardous material and radiological inspection programs through functional supervision and coordination of field activities.

Manages the Federal Motor Carrier Safety Administration Data Q system to ensure report accuracy and resolve disputes and/or challenges with commercial vehicle industry representatives.

Assists the general public, trucking associations, state and federal agencies, and components within the Patrol regarding commercial vehicle rules and regulations.

Resolves inspection report discrepancies between motor carriers and field officers.

Manages the Commercial Vehicle Safety Alliance (CVSA) decal accountability and distribution.

Assists with developing, coordinating, and conducting training regarding handling and inspecting hazardous materials.

Reviews new laws, federal regulations, and internal policies and procedures; incorporates any updates and changes into the training manuals and policies as appropriate.

Conducts post-accident inspections and investigates hazardous material accidents and/or spills to determine cause and takes appropriate action to protect life and property.

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

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Represents the division at various special events, meetings, and conferences relating to hazardous materials; conducts presentations to public service organizations and other interest groups.

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.

Administers preliminary breath tests to commercial vehicle drivers suspected of operating while drinking or under the influence of alcohol; Identifies and safeguards all types of property and evidence according to the Evidence Procedural Manual and or General Orders.

Performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave requests, approves and forwards expense reports, conducts performance evaluations, and handles personnel problems associated with subordinates).

May be notified to report for work on short notice to facilitate commercial vehicle accident investigation or handle other related emergencies.

Performs job-related travel as needed.

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 Hazardous Material Regulations and Hazardous Material First Responder protocol.

Considerable knowledge of Federal Motor Carrier Safety Regulations.

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.

Thorough knowledge of the methods, practices, tools, and materials used in installation, repair, and maintenance of weigh scales.

Working knowledge of the Safetynet System and accident reporting criteria.

Ability to instruct courses and develop lesson plans.

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

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

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

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

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

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

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 prepare evidence for presentation in court.

Ability to maintain complex records and files.

Ability to work independently.

Ability to work outdoors in inclement weather.

Ability to report for work on short notice to investigate a commercial vehicle accident or handle other related emergencies.

Ability to perform job-related travel, as needed.

Ability to work hours as assigned.

Ability to safely and properly fire, load/unload Patrol handguns.

Ability to properly use and maintain pepper mace, handcuffs, and assigned firearm.

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Ability to recertify as a first responder and in all necessary recertifications required with assigned duty weapon.

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 currently classified as a Commercial Vehicle Officer Supervisor I with the Commercial Vehicle Enforcement section of the Missouri State Highway Patrol.

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.

Successfully complete, or possess, certification in Level VI North American Standard Inspections (or as soon as scheduling permits, successfully complete North American Standard Inspections Level VI training or become certified in Level VI North American Standard Inspections).

Successfully complete training and maintain all certifications from the Federal Motor Carrier Safety Administration, National Training Center, required for the instruction of handling and inspecting of hazardous materials.

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

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.

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

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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.