

Job Description
Missouri State Highway Patrol

Class Title: CVO Supervisor I

PARS Code: 7735

Effective Date: 10/25/95

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Date Revised: 06/28/06

Immediate Supervisor: Chief CVO, CVO Supervisor II, or as assigned

Position Supervised: CVO I and CVO II

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 responsible supervisory work in directing, controlling, and coordinating the activities of CVO's in the operation of one or more weight stations or portable-weighing units. This position is responsible for enforcement of state laws, administrative orders, rules, and regulations relating to the operation of commercial vehicles and special mobile equipment. This individual performs safety and regulatory inspections of drivers, commercial vehicles, and cargo. The officer is required to carry firearms and exercises arrest authority within the scope of his/her duties. The employee is expected to exercise independent judgment and discretion in the performance of job duties and operates under general supervision.

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).

Supervises Commercial Vehicle Officer I and II's; provides feedback, as needed; responds to questions and/or problems for subordinates.

Sets up scales, weighs and measures commercial vehicles for compliance with dimension standards in accordance with state and federal law.

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.

Inspects commercial vehicles for unsafe equipment and reviews drivers' record of duty status or unsafe driving practices.

Determines violations and takes the proper enforcement action. Makes an arrest when a violation is committed in the commercial vehicle officer's presence or if a misdemeanor warrant exists. Identifies and documents violations outside of authority and refers to appropriate enforcement agency.

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.

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

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

Conducts post-accident inspections and investigates hazardous material accidents and/or spills to determine cause and takes appropriate action to protect life and property. Completes the necessary paperwork reference hazardous materials accidents and/or spills and ensures that the Department of Natural Resources and any other applicable agencies are notified, when appropriate.

Provides assistance to the Prosecuting Attorney or Court personnel reference Commercial Vehicle Enforcement, as requested. Confers with the Prosecuting Attorney and explains circumstances of arrest, evidence, and facts or conclusions in order to develop trial strategy. Testifies in court as a witness when subpoenaed.

Represents the Division at various special events, meetings, and conferences. Provides presentations to schools, public service organizations or other interested groups. Disseminates brochures and/or other materials pertaining to Commercial Vehicle Enforcement and answers questions.

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 Officers are authorized to enforce.

Maintains assigned equipment in appropriate condition; arranges for repairs when malfunctions occur.

Administers preliminary breath tests and field sobriety tests to commercial vehicle drivers suspected of operating while drinking or under the influence of alcohol; administers field sobriety test to drivers who are suspected to be in possession of or using controlled substances. Identifies and safeguards all types of property and evidence according to the Evidence Procedural Manual and or General Orders.

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.

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).

Completes written reports on CVE activities; reviews and edits written reports submitted by subordinates in order to ensure completeness, clarity, accuracy, legibility, and be aware of subordinates' activities; maintains records and files.

Monitors commercial vehicle traffic on bypass routes that are attempting to evade the fixed scale facilities. Selects safe locations where portable scale activity will be most effective (e.g., known areas of violations, high accident and temporary construction sites, complaints of violations, etc.) Checks the operation and condition of commercial vehicles on these routes via portable scale to ascertain compliance with laws, rules, and regulations.

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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.

Assists disabled/stranded motorists when necessary.

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.

Attends training as required by the Commercial Vehicle Enforcement Division; assists with teaching various CVE/CVO classes.

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 assigned.

Performs other related duties 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.

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 read English effectively.

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

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 assigned 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 performing job duties.

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

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

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

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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 action(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 establish and maintain effective working relations with a variety of individuals listed under the description of duties.

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

Ability to exercise judgement and discretion.

Ability to communicate thoughts and concepts verbally and in writing.

Ability to understand and follow written and verbal instructions.

Ability to conduct post-accident analysis as requested.

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

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 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 action(s) taken in court.

Ability to prepare evidence for presentation in court.

Ability to maintain complex records and files.

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

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

Ability to work independently.

Ability to work in inclement weather.

Ability to accommodate shift work.

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

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

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 (e.g., 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.)

Possess at least one-year experience as a Commercial Vehicle Officer II with the department.

Graduation from a standard high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Missouri Drivers' license.

Possess at least one year of 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 examination specified by the Director of the Commercial Vehicle Enforcement Division.

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."