

Job Description

Missouri State Highway Patrol

Class Title: Chief CVO-Hazardous Materials Specialist

Title Code: V07750

Effective Date: 06/5/2009

Date Reviewed: 06/15/2009 #W006

Date Revised: 6/17/2009 HRD

Immediate Supervisor: Division Director, Commercial Vehicle Enforcement Division

Position Supervised: Computer Information Technologists and as assigned

FLSA Classification: Non-exempt

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

POSITION SUMMARY

The Chief CVO/Hazardous Materials Specialist (GHQ) assists the Commercial Vehicle Enforcement (CVE) Division director in establishing and administering the commercial vehicle program through functional supervision and coordination of field activities. This employee serves as the subject matter expert for the Federal Hazardous Material Regulations, Federal Motor Carrier Safety Regulations and state commercial vehicle regulations. This employee will specialize in and coordinate all Hazardous Material training. This employee is responsible for performing a variety of administrative responsibilities. This employee supervises the CVE Computer Technician Section. The employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the commercial vehicle enforcement program.

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.)

Assists the division director in establishing and administering the commercial vehicle enforcement program through functional supervision and coordination of field activities.

Assists in the development or revision of departmental policy relating to the functions, services and procedures of the CVE Division.

Indirectly supervises, trains, and directs the work of all CVE field personnel by providing technical and procedural oversight and assistance to staff and field personnel; analyzes the work performed by CVE personnel by examining reports of violations and complaints.

Provides technical assistance in overcoming supervisory deficiencies and improving supervision by advising and training personnel as required.

Reviews and analyzes reports and other documents to determine compliance with acceptable standards, to determine training needs and competence levels of operational and supervisory personnel, and to identify needed changes in established standards.

Assists with analyzing staff and field operations, developing and recommending work standards and procedures, making staff studies, preparing reports, maintaining good public relations and liaison duties with other agencies.

Keeps field personnel informed concerning laws, rules and regulations relating to commercial vehicles

Chief CVO/Hazardous Material Specialist - GHQ

2

and assists in the development, publication and maintenance of the CVE Operations manual.

Provides technical assistance to allied governmental agencies and those elements of the transportation industry and general public, which are affected by commercial vehicle regulations.

Manages CVSA Level VI (radioactive waste) inspection program.

Maintains all radiation monitoring equipment for each troop.

Manages personal dosimetry program for Level VI Inspection program.

Maintain CVSA certification files for all certified law enforcement officers throughout the state.

Participates in developing standards for the quality of work of subordinate personnel.

Directs the development and maintenance of a centralized file containing master procedure manuals and forms, federal and state manuals, programs and directives, laws, rules and regulations, administrative orders, department directives, organization charts, training materials, examinations, etc.; and allied materials relative to commercial vehicle enforcement.

Assists the division director and troops in investigating, researching and answering the inquiries or complaints of citizens relating to commercial vehicle enforcement activities.

Reviews and coordinates training for Basic Hazardous Materials First Responder Awareness to all Patrol CVE personnel, uniformed members, communication personnel, and various county and municipal departments. Reviews, schedules and coordinates the training of commercial vehicle laws, rules and regulations pertaining to hazardous materials transportation.

Maintains subscriptions to all federal regulations pertaining to hazardous materials and training guides for emergency response from the United States Department of Transportation; distributes copies and updates to each troop and General Headquarters CVE personnel as necessary.

Assists the training coordinator in developing training and lessons plans.

Assists with and monitors the purchasing, programming, distribution, and maintenance of computer equipment for all CVE personnel and Commercial Vehicle Enforcement Troopers.

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 and commercial drivers' license 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 Administration laws, rules and regulations reference enforcement via in-person and telephone inquiries from commercial operators, terminal personnel and the motoring public.

Provides technical assistance to the Prosecuting Attorney and Court Officials reference CVE issues.

Represents the division at various special events, meetings and conferences relating to hazardous materials; provides presentations to public service organizations and other interested groups; disseminates brochures and/or other educational materials reference CVE and answers questions.

Plans, coordinates and assists in the conduction of surveys, studies and analysis of all phases of the commercial vehicle enforcement program, including operational procedures, forms, equipment, communications, etc.

Performs job-related travel as necessary.

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 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.

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

Advanced knowledge of Federal Motor Carrier Safety Regulations.

Considerable knowledge of the principles of administration, supervision and training.

Ability to instruct courses and develop lesson plans.

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

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

Ability to plan, direct and evaluate the work of subordinate personnel.

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

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

Ability to establish and maintain effective and harmonious working relations with other employees, government officials and the public.

Ability to complete advanced management and technical training courses as specified by the director of the Commercial Vehicle Enforcement Division.

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

Ability to recertify with duty weapon as required.

Ability to work hours as assigned.

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

Chief CVO/Hazardous Material Specialist - GHQ

4

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 possess a high school diploma or GED.

Must have a minimum of seven years experience as a Commercial Vehicle Officer.

Must have served as a Chief CVO, Supervisor I or II a minimum of one year.