



**Classification:** Division Assistant Director (Senior Chief CVO)

**Title Code:** V07744

**Pay Range:** 34

**POSITION SUMMARY:** This is an administrative position where the individual assists the Division Director with the overall operation of the Commercial Vehicle Enforcement (CVE) Division, to include budgeting, planning, and staffing. This position is also responsible for enforcement of commercial motor vehicle laws and regulations within the Missouri State Highway Patrol. Considerable independent judgment and discretion is exercised in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative direction.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all 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 a Commercial Vehicle Officer (CVO), the Assistant Director of the CVE Division may also perform the following duties:

Assumes the responsibilities of the division director in his/her absence.

Supervises assigned CVED employees, and assists the division director in establishing and administering the commercial vehicle enforcement program through functional supervision and coordination of field activities, to include, but not limited too content posted to social media programs, recruiting, outreach, promotional processes, performing various levels of instructional training to CVE personnel, etc.

Evaluates subordinates' work performance and recommends personnel actions by establishing mutually agreed upon goals, objectives, and standards.

Maintains current knowledge in all areas of laws, rules and regulations, and policies related to the CVE Program to answer questions from CVE Inspectors, Patrol officers, officials from the trucking industry, and the public by reading all current information, attending meetings, workshops, etc.

Reviews work schedules and/or assigns subordinates work activities to obtain maximum efficiency, coordination, coverage, availability, and workload; reviews subordinate's enforcement activities to ensure uniform enforcement of commercial vehicle laws and regulations.

Assists in the development and/or revision of departmental policy relating to functions, services, and procedures of the CVE Division's state enforcement plan for Motor Carrier Safety Assistance Program (MCSAP) funding; purchases all MCSAP funded equipment; and writes bid specifications when required.

Coordinates and monitors special CVE activities (e.g. MCSAP grants, CVE safety checks, etc.) throughout the state to assure proper assignment of personnel and ensure proper coverage during the activity.

Establishes and monitors the Federal Motor Carrier Safety Assistance (FMCSA) Commercial Vehicle Safety Plan (CVSP) and budget; manages account balances and expenditures; monitors division activities to ensure compliance with grant requirements; and prepares quarterly reports as required by the granting agency.

Oversees the SAFETETYNET system and the quality of inspection and accident data that is reported to the FMCSA.

Establishes and coordinates field activities for the CVE Program.

Coordinates with Criminal Justice and Information Services (CJIS) Division personnel on related computer systems, applications, and equipment.

Coordinates computer hardware and software equipment for the electronic inspection program, assists with managing the intricate computer system such as the FMCSA SAFETYNET System, Traffic Management System, and all other federal systems to ensure commercial vehicle data from inspections and crashes meet the federal reporting criteria.

Provides instruction to CVE personnel and other law enforcement personnel on SAFETYNET reporting, computer generated inspections, and commercial vehicle reporting elements.

Works with the FMCSA and the Commercial Vehicle Safety Alliance (CVSA) to enhance the federal commercial vehicle inspection and accident reporting system.

Assists in investigating, researching, and answering inquiries or complaints of citizens related to commercial vehicle enforcement activities.

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

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of all state and federal statutes, laws, and regulations pertaining to the operation of commercial motor vehicles.

Knowledge of Patrol policies, procedures, rules, and regulations.

Knowledge of the basic principles and techniques of supervision.

Knowledge of the FMCSA Program, PrePass, Intelligent Imaging Systems, and the Federal Highway Administration (FHWA) highway size and weight plan.

Knowledge of the North American Standard Inspection Levels, to include: Part A, Part B, General Hazardous Materials, Cargo Tank Inspection, and Other Bulk Package Inspection.

Knowledge of state and federal audit and purchasing procedures.

Knowledge of the budget process and the application of a variety of budgeting transactions.

Knowledge of fixed and mobile weighing equipment.

Knowledge of radiation detection equipment used by Patrol personnel, and its proper use.

Knowledge of basic computer programs such as Excel, Word, Microsoft Office, etc.

Possess the skill to speak in public and make presentations.

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

Ability to work with sensitive information in a confidential manner.

Ability to analyze data and look for both positive and negative trends.

Ability to make decisions in accordance with laws, policies and regulations, and apply these to work problems.

Ability to enforce CVE laws and regulations, detect unsafe equipment on commercial motor vehicles, and take appropriate action.

Ability to operate assigned departmental vehicle at a high rate of speed as needed and under varying, stressful conditions to apprehend violators and respond to emergency situations.

Ability to exercise diplomacy and patience in dealing with a variety of individuals (in potentially hostile situations) with firmness, tact, and impartiality necessary to enforce commercial vehicle laws and regulations.

Ability to safely and properly fire, load/unload Patrol firearms, as well as the ability to properly use and maintain OC aerosol, an ASP baton, handcuffs, and an assigned firearm.

Ability to gain and maintain physical control of persons when making a custodial arrest.

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 perform work-related travel as needed.

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.)

Possess ten years of experience as a Commercial Vehicle Officer (CVO) with the Missouri State Highway Patrol; four of the ten years must have been in a supervisory capacity.

**NECESSARY SPECIAL REQUIREMENTS:** Commercial Vehicle Officers (CVO) must receive the proper Peace Officer Standards and Training (POST) certification and maintain that certification while commissioned as a CVO.

Must maintain North American Standard Inspection Part A and B certification.

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 maintain all certifications as required by the Superintendent of Missouri State Highway Patrol.

Must be of good character and have never been convicted of a felony or any crime involving moral turpitude, or have any pending indictment for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. 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:** 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.