

Job Description

Missouri State Highway Patrol

Class Title: Motor Vehicle Inspector II

Title Code: V07812

Effective Date: 04/11/96

Date Reviewed: 1/12/06 hrd

Date Revised: 08/29/06 hrd

Immediate Supervisor: Motor Vehicle Inspector Supervisor

Position Supervised: None

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

This position audits assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verification. The Motor Vehicle Inspector interacts with the public and station personnel on a daily basis reference all facets of the Motor Vehicle Inspection program. Extensive travel during working hours is required. Work is performed under general supervision and the employee is expected to adhere to established rules, policies, and procedures. An employee in this position may be reassigned or transferred in a Troop at the discretion of the commanding authority.

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.)

Inspects and evaluates inspection stations and mechanics on a regular basis to ensure stations are in compliance with all requirements and inspections are conducted in accordance with established regulations.

Appropriately reports criminal activity (e.g., completes violation report and/or notifies uniformed member/DDCC personnel).

Answers inquiries reference motor vehicle inspection from attorneys, prosecutors, judges, the public, station owners and personnel, etc.

Inspects/re-inspects vehicles and school buses to ensure they are in proper condition, comply with established laws and regulations, and to audit mechanics who performed original inspection. The inspection of vehicles and schools buses will include, but is not limited to, checking under, inside, and outside vehicle; climbing a ladder; driving vehicle; checking horn; measuring various parts of vehicles; jacking-up vehicle; removing and reinstalling tire and wheel; checking air pollution device; etc.

Investigates applicants for station permits to determine if premises, equipment, and personnel meet requirements and regulations.

Locates and verifies confidential vehicle identification numbers, motor numbers, transmission numbers, and other identifying factors of salvage, rebuilt, reconstructed, and specially constructed vehicles to identify stolen vehicles and parts.

Prepares, edits, and submits reports (e.g., violation reports, written warnings, vehicle examination certificates, inspection forms, general correspondence, etc.).

Checks vehicles and issues window tint permits; advises individuals when noncompliance is noted and the requisite corrective measures.

Performs undercover investigations of motor vehicle inspections and stations to determine criminal activity and/or violation of motor vehicle laws, rules, and regulations.

Confers with motor vehicle inspectors and supervisor reference trends, criminal activity, problems, etc.

Operates vehicles to perform job duties.

Issue uniform complaint and summons for MVI violations.

Testifies in court and at administrative hearings, as requested.

Interacts with the public on a daily basis reference all facets of motor vehicle inspection.

Operates standard office equipment (e.g., telephone, copier, adding machine, etc.).

Maintains appropriate logs, files, and records.

Reviews standard operating procedures, rules, regulations, policies, publications, etc., reference motor vehicle inspection.

Performs job-related travel.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the mechanics of vehicles and school buses necessary to conduct inspections.

Knowledge and practice of safety precautions and occupational hazards associated with vehicles and school buses.

Knowledge of identification and investigative techniques.

Knowledge of department and statutory policies, procedures, rules, and regulations reference motor vehicle inspection.

Ability to read English effectively.

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

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

Ability to make decisions in accordance with applicable department and statutory rules, regulations, policies, and procedures.

Ability to respond to inquiries.

Ability to use tools and equipment (e.g., mechanic hand tools, flashlight, mirrors, lug wrench, impact gun, jack, gauges, window tint meter, tape measure, sand paper, cleaning compound and rags, camera, etc.).

Ability to interact with the public, station owners, and employees on a daily basis.

Ability to deal with highly confidential information in an appropriate manner.

Ability to detect forged documents and altered identification numbers.

Ability to work in varying climatic conditions.

Ability to work long hours while standing without taking a break.

Ability to perform job-related travel.

Ability to establish and maintain effective working relations with others.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to detect deficiencies in vehicles and school buses and document same.

Ability to transport and operate an air jack and hydraulic floor jack to conduct school bus inspections.

Ability to communicate effectively.

Ability to graciously, diplomatically, and professionally deal with individuals in difficult situations.

Ability to operate standard office equipment as detailed in the description of duties.

Ability to prepare, edit, and submit reports.

Ability to maintain logs, files, and records.

Ability to review manuals, publications, etc.

Ability to testify in court and assume the role of an expert witness in legal proceedings.

Ability to conduct undercover investigations.

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.)

Must possess at least one year experience as a Motor Vehicle Inspector I with the department.

NECESSARY SPECIAL REQUIREMENTS

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

Must possess a valid driver's license and reliable motor vehicle.