

Job Description
Missouri State Highway Patrol

Class Title: Motor Vehicle Inspector I

Title Code: V07811

Effective Date: 04/04/96

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 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 is an entry-level position where the employee 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 verifications. 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. An employee in this position participates in a formal and on-the-job training program and operates under close supervision. 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.)

Under close supervision:

Participates in a formal and on-the-job training program reference motor vehicle inspection.

Learns how to inspect and evaluate 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.

Learns how to appropriately report criminal activity (e.g., completes violation report and/or notifies uniformed member/DDCC personnel).

Learns how to answer inquiries reference motor vehicle inspection from attorneys, prosecutors, judges, the public, station owners and personnel, etc.

Learns how to inspect/re-inspect 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.

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

Learns how to locate and verify 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.

Learns how to prepare, edit, and submit reports (e.g., violation reports, written warnings, vehicle examination certificates, inspection forms, general correspondence, etc.).

Learns how to issue uniform complaint and summons for MVI violations.

Learns how to check vehicles and issues window tint permits; advises individuals when noncompliance is noted and the requisite corrective measures.

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

Operates vehicles to perform job duties.

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.

Studies standard operating procedures, rules, regulations, polices, publications, etc., reference motor vehicle inspection.

Performs job-related travel.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to participate in a formal and on-the-job training program.

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

Ability to learn about and practice safety precautions and occupational hazards associated with vehicles and school buses.

Ability to learn about identification and investigative techniques.

Ability to learn about department and statutory policies, procedures, rules, and regulations reference motor vehicle inspection.

Ability to learn how 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 learn how to prepare, edit, and submit reports.

Ability to maintain logs, files, and records.

Ability to study manuals, publications, etc.

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

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 be a high school graduate or possess a certificate of equivalency issued by the State Department of Education.

NECESSARY SPECIAL REQUIREMENTS

Must be at least twenty-one years of age at the time of employment.

Shall not have been convicted or have any indictment or information pending for any offense involving

moral turpitude.

Must be able to successfully complete the Basic Motor Vehicle Inspector's School as approved by the Superintendent of the Missouri State Highway Patrol.

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.