



**Classification:** Senior Chief CVO (GHQ)  
**Title Code:** V07740  
**Pay Range:** 30

**POSITION SUMMARY:**

This is highly responsible administrative work in assisting with the direction of the Commercial Vehicle Enforcement Division. The employee must exercise considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative 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.)

Assumes the responsibilities of the division director/assistant division director in their absence, or as assigned.

Assists with establishing, monitoring, and managing the Commercial Enforcement Division's budget.

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 functions, services and procedures of the Commercial Vehicle Enforcement Division's state enforcement plan for MCSAP funding; purchases all MCSAP funded equipment and reviews bid specifications when required.

Works with the Information Systems Division personnel on 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 SAFETYNET reporting, computer generated inspections, commercial vehicle reporting elements, etc.

Works with the Federal Motor Carrier Safety Administration and Commercial Vehicle Safety Alliance to enhance the federal commercial vehicle inspection and accident reporting system.

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

Keeps field personnel informed concerning laws, rules, and regulations relating to commercial vehicles and assists in the development, publication, and maintenance of the Commercial Vehicle Enforcement Operations Manual and other CVE publications.

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.

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Performs job related travel when necessary.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of weighing equipment (both mechanical and electronic) and be capable of working with multiples.

Working knowledge of computer-based and microprocessing weighing equipment.

Knowledge of the CVSA National Association Standard Inspection (NASI) Level I Inspection, General Hazardous Materials Inspection and Cargo Tank/Bulk Packaging Inspection procedures.

Knowledge of the Federal Highway Administration's MCSAP program, Size and Weight State Enforcement Plan, the Intelligent Transportation System, and the Commercial Vehicle Operations project.

Knowledge of state and federal audit and purchasing procedures.

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

Knowledge of all state and federal statutes, laws, rules, and regulations pertaining to all facets of Commercial Vehicle Enforcement.

Knowledge of the principles and techniques of supervision.

Ability to provide effective presentations on behalf of the Patrol during planning meetings.

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 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.)

Graduation from high school or possess a GED.

Seven years of experience in Commercial Vehicle Enforcement or related field of which two years must be in a supervisory capacity.

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**FLSA STATUS:** Non-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.