

Job Description

Missouri State Highway Patrol

Class Title: Temporary-Inspector

Title Code: V0 9810

Effective Date:

Date Reviewed: 12/04/2008

Date Revised:

Immediate Supervisor: As assigned

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: Normal working hours are from 8:00 a.m. until 12:00 noon and from 1:00 p.m. until 5:00 p.m., Monday through Friday; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a temporary position where the employee audits various records, inspects vehicles and school buses, and conducts VIN verifications. An employee in this position is closely supervised.

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/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.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read English effectively.

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 verbally answer inquiries and explain procedures related to assigned duties.

Ability to work independently with general supervision.

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

Ability to set up inspection site and operate necessary equipment.

Ability to exercise diplomacy and patience in dealing with the public.

Ability to provide own transportation to and from various inspection sites during normally scheduled working hours.

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

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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 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 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 learn how to prepare, edit, and submit reports.

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.

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.

