



**Classification:** CVE Training Coordinator

**Title Code:** -

**Pay Range:** -

### **POSITION SUMMARY:**

This is a supervisory position where the employee plans, directs, and supervises the work of subordinates in an assigned component. The duties will consist of developing, scheduling and coordinating courses relative to Commercial Vehicle Enforcement (CVE) laws, rules, and Federal Motor Carrier Safety Administration (FMCSA) regulations. The employee will conduct CVSA related training and may conduct training for outside agencies and industry. The employee must exercise independent judgment and initiative in the performance of assigned duties. General direction is received from the designated supervisor, but the employee is given wide latitude for using independent judgement and initiative to ensure compliance with established policies, procedures, and federal regulations.

### **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.)

In addition to the duties performed by CVE personnel in the field, this employee:

Plans, coordinates, and implements the basic North American Standard Training for personnel assigned to CVE related duties with the Patrol and requesting outside agencies; to include in-service training for all nine troops and basic CVE training for all new employees.

Works closely with the Patrol's information technology division to ensure all CVE related computer software is up-to-date and is provided to field personnel in an efficient manner; ensures that all information submitted by the Patrol into Federal data bases are completed in a timely and accurate manner.

Interprets and explains the provisions of the State and Federal Motor Carrier Safety laws, rules, and regulations regarding enforcement to commercial vehicle industry representatives and the general public.

Plans, schedules, coordinates, and supervises the duties of assigned personnel within the component.

Assists in the development and/or revision of policies related to the functions, services, and procedures of the component.

Reviews state and federal regulations, operations manuals, periodicals, etc. in order to maintain current knowledge in the CVE field (e.g., interstate and intrastate trucking requirements, commercial drivers' license requirements, etc.); ensures that changes are communicated to appropriate staff via channels, updates training materials as appropriate, recommends changes to policies, etc.

Prepares appropriate reports and correspondence for component director's approval and signature.

Represents the division at various special events, meetings, and conferences relating to all aspects of commercial vehicle enforcement; conducts presentations to public service organizations and other interest groups.

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Performs job-related travel as necessary.

Performs other related work as assigned.

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

Thorough knowledge of Patrol policies and procedures to include, but not limited to commercial vehicle enforcement.

Thorough knowledge of the laws and regulations that govern the operation and use of commercial vehicles.

Thorough knowledge of the basic techniques, practices and procedures used in commercial vehicle enforcement operations.

Considerable knowledge of Federal Motor Carrier Safety Regulations.

Considerable knowledge of Federal Hazardous Material Regulations and Hazardous Material First Responder protocol.

Some knowledge of the basic principles and practices of supervisory techniques.

Ability to effectively plan, direct, and supervise the work of others.

Ability to utilize problem-solving skills, exercise judgment, and make decisions in accordance with laws, policies, and regulations.

Ability to assist agency staff in identifying training needs and developing training programs.

Ability to effectively plan, develop, and organize materials for use in training programs.

Ability to lead discussions and instruct participants in training classes.

Ability to present ideas clearly.

Ability to operate audiovisual aids and other equipment used for training purposes.

Ability to learn how to produce computer presentations using Microsoft PowerPoint or other presentation-based computer software.

Ability to lead discussions during specialized training classes and solicits ideas, thoughts and comments from classroom participants.

Ability to complete applicable technical training courses as specified by the component director.

Ability to perform research and analyze information into reports and/or presentations.

Ability to make oral and written reports and presentations clearly, concisely, and effectively.

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

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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.)

Must be currently classified as a Commercial Vehicle Enforcement Officer/Inspector Supervisor I or higher.

**NECESSARY SPECIAL REQUIREMENTS:**

Must currently possess and maintain required CVSA/North American Standard Inspection Certification.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Successful completion of the Patrol's Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

**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.