



Classification: Assistant Director, Commercial Vehicle Enforcement Division
Title Code: V07004
Pay Range: 6

POSITION SUMMARY:

This is an administrative position where the individual assists the Division Director with the overall operation of the Commercial Vehicle Enforcement Division to include budgeting, planning, and staffing. The individual is also responsible for the enforcement of commercial motor vehicle laws and regulations within the Patrol. Considerable independent judgment and discretion is exercised in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative direction.

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 a Trooper, the Assistant Director of the Commercial Vehicle Enforcement Division may also perform the following duties:

Maintains current knowledge in all areas of laws, rules and regulations, and policies related to the CVE Program to answer questions from CVE Inspectors, Patrol officers, officials from the trucking industry, and the public by reading all current information, attending meetings, workshops, etc.

Reviews work schedules and/or assigns subordinates work activities to obtain maximum efficiency, coordination, coverage, availability, and workload; reviews subordinates enforcement activities to ensure uniform enforcement of commercial vehicle laws and regulations.

Coordinates and monitors special CVE activities including MCSAP grants, CVE safety checks, etc., throughout the state to assure proper assignment of personnel and ensure proper coverage during the activity.

Evaluates subordinates' work performance and recommends personnel actions by establishing mutually agreed upon goals, objectives, and standards and comparing employee's performance to same; counsels subordinates in order to bring problem areas to their attention.

Prepares and manages the Federal Motor Carrier Safety Assistance Commercial Vehicle Safety Plan (CVSP) and budget; manage account balances and expenditures, monitor division activities to ensure compliance with grant requirements, and prepare quarterly reports as required by the granting agency.

Establishs and coordinates field activities for the commercial vehicle program.

Works with the Information and Communication Technology Division personnel on computer related equipment used in the electronic inspection program, assist with managing computer systems such as FMCSA SAFETYNET System, Traffic Management System and all other federal computer systems to ensure commercial vehicle data for inspections and crashes meet the federal reporting criteria.

Provides instruction to CVE personnel and other law enforcement personnel on SAFETYNET Reporting, computer generated inspections, and commercial vehicle reporting elements.

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

Classification: Director, Commercial Vehicle Enforcement

Title Code: V07003

Pay Range: 7

Page 2

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

Plans, coordinates, and assists with surveys, studies, and analysis of commercial vehicle enforcement programs.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Patrol policies, procedures, rules, and regulations.

Knowledge of the basic principles and techniques of supervision.

Knowledge of the Federal Motor Carrier Safety Administration's MCSAP Program, Federal Highway Size and Weight Plan, PrePass and Intelligent Imaging Systems.

Knowledge and familiarity with state and federal audit and purchasing procedures.

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

Knowledge of all state and federal statutes, laws, and regulations pertaining to the operation of commercial motor vehicles.

Knowledge about fixed and mobile weighing equipment.

Knowledge of the use of radiation detection equipment used by Patrol personnel.

Ability to establish and maintain effective working relationships with others.

Ability to plan, assign, and direct the work of others.

Ability to make decisions in accordance with laws, policies and regulations, and apply these to work problems.

Ability to enforce commercial vehicle laws and regulations and detect unsafe equipment on commercial motor vehicles and take appropriate action.

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.

Classification: Director, Commercial Vehicle Enforcement

Title Code: V07003

Pay Range: 7

Page 3

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.)

Possess at least twelve years experience with the Missouri State Highway Patrol and must be the rank of lieutenant or a promotable sergeant.

NECESSARY SPECIAL REQUIREMENTS:

Members must receive the proper Peace officer Standards and Training (POST) certification and maintain that certification while commissioned as a state trooper.

FLSA STATUS: 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.