



Classification: CVE Inspector III  
Title Code: V07723  
Pay Range: 22

Immediate Supervisor: CVO/CVE Supervisor I/II or as assigned

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: 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.

#### POSITION SUMMARY:

This is an advanced level position where the employee weighs and inspects commercial vehicles to detect violations of state and federal law and regulations that pertain to their operation. This individual performs safety and regulatory inspections of drivers, commercial vehicle, and cargo. Work is performed under general supervision by a designated supervisor.

#### 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.)

Measures and weighs commercial vehicles for violations of axle weight, gross weight and licensed weight, and dimension; conducts level-one driver and vehicle safety inspections on commercial vehicles.

Physically inspects commercial vehicles for unsafe equipment and reviews driver's records of duty status for illegal driving practices; takes appropriate enforcement action when noncompliance is found; prepares reports pertaining to violations and testifies in court when required.

Inspects cargo to ensure commodity transported corresponds to the shipping documents and carrier's authority; conducts inspection of hazardous material carriers to determine compliance with proper marking, labeling, packaging, and placarding requirements; ascertains if hazardous material and/or waste is accompanied by proper shipping documents.

Determines whether vehicles and materials being transported are in compliance with licensing and transportation authority laws; documents violations outside of CVE authority and refers to appropriate enforcement agency.

Monitors commercial vehicle traffic on bypass routes that are attempting to evade the fixed scale facilities; assists in selecting safe locations where portable scale activity will be most effective (e.g., known areas of violations, high accident and temporary construction sites, complaints of violations, etc.).

Enforces the Missouri statutes and the various regulations promulgated by various state and federal agencies pertaining to the operation of commercial vehicles.

Issues and collects fees for fuel tax, temporary trip permits, and reciprocity trip permits.

Prepares commercial driver and/or vehicle inspection reports to document whether driver and/or vehicles are in compliance with all applicable Commercial Vehicle Enforcement Rules and Regulations.

Conducts driver and vehicle computer inquiries relating to commercial vehicle enforcement via the video terminal to determine compliance with registration, operator license, operating authority, and fuel tax requirements; conducts detailed inspection of documents and credentials carried on the vehicle pertaining to the driver, vehicle, cargo, and trucking company.

Drives patrol vehicles to various inspection sites or to special assignments.

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Testifies in court as a witness when subpoenaed.

Interprets and explains provisions of the State and Federal Motor Carrier Safety Laws, Rules, and Regulations the Commercial Vehicle Inspector is authorized to enforce via in-person and telephone inquiries from commercial operators, terminal personnel, and the motoring public.

Keeps informed of changes in statutes, department regulations, and commercial vehicle regulations of other regulatory agencies that affect enforcement operations by studying and reviewing department directions, training materials, periodicals, etc.

Maintains and cleans assigned equipment (including scale maintenance) in appropriate condition; arranges for repairs when malfunctions occur.

Performs building and grounds maintenance (e.g., mows lawn, mop floor, paints trim, removes trash, etc.) as necessary to keep a professional appearance of the inspection facilities.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of basic techniques, practices, and procedures used in commercial vehicle enforcement according to Patrol policy and procedures, and State and federal laws.

Working knowledge of hazardous/radioactive materials as they pertain to Commercial Vehicle Enforcement, and exercise the proper safety procedures in dealing with same.

Working knowledge and practice of the safety procedures involved in administering first aid, and dealing with body fluid and/or blood-borne pathogens.

Ability to accommodate shift work.

Ability to work outdoors in inclement weather.

Ability to establish and maintain harmonious working relations with others.

Ability to utilize problem-solving skills, exercise judgment, make decisions, and assemble information in report form.

Ability to inspect documents associated with the Commercial Motor Vehicle Industry and detect fraud and/or forgery.

Ability to conduct level-one driver and vehicle safety inspections and post-accident analysis on commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to deal with a variety of individuals (in potentially hostile situations) with firmness, tact and impartiality necessary to enforce commercial vehicle laws and regulations.

Ability to detect unsafe equipment on vehicles and to take the appropriate corrective action.

Ability to prepare evidence and testify in court and defend findings of fact.

Ability to operate a motor vehicle in accordance with Missouri law and statutes.

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Ability to position self and equipment necessary to inspect commercial vehicles.

Ability to handle fees collected for fuel tax and reciprocity permits and remit per Patrol policy.

Ability to perform light building and ground maintenance as necessary (mowing lawn, painting trim, trash removal, etc.).

Ability to operate equipment necessary for the completion of job duties (e.g., weigh scales, measuring devices, communications equipment, computer terminal, telephone, etc.).

Ability to study and review materials to keep abreast of changes in the commercial vehicle enforcement field.

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 have a minimum of three years experience as a Commercial Vehicle Inspector, served as a Commercial Vehicle Inspector II for a minimum of two years (or a Commercial Vehicle Officer I for a minimum of three years), and currently possess a valid commercial vehicle enforcement commission.

NECESSARY SPECIAL REQUIREMENTS:

Must be a Missouri resident.

Possess a valid driver's license.

Pursuant to General Order 26-04-370, uniformed civilian employee hired after January 25, 1995, will not have tattoos that a reasonable person would find offensive, such as tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniformed civilian position if they have any tattoos on the head, neck, hands, below the upper six-inch portion of the arm, or any other part of the body, which would be visible while in uniform.