



Classification: Commercial Vehicle Officer II

Title Code: V07731

Pay Range: 22

POSITION SUMMARY:

This is an advanced level position where the employee is primarily responsible for the enforcement of the laws and regulations that pertain to the operation of commercial vehicles. An employee at this level assists supervisors in planning, directing and coordinating the commercial vehicle enforcement program. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. Work is performed under general supervision by a designated superior.

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.)

Weights commercial vehicles for violations of axle weight, gross weight and licensed weight; conducts various levels of driver and vehicle safety inspections on commercial vehicles.

Measures the height, length, and width of commercial vehicles to detect over-dimension violations.

Operates Patrol vehicles at special assignments and as an emergency vehicle to initiate traffic stops.

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 when reasonable grounds exist to cause belief that a vehicle is transporting hazardous material as defined in Title 49 of the Code of Federal Regulations; 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.

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

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.

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 computer 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.

Testifies in court as a witness when subpoenaed.

Classification: Commercial Vehicle Officer II

Title Code: V07731

Pay Range: 22

Page 2

Determines violations and takes the proper enforcement action. Makes an arrest when a violation is committed in the commercial vehicle officer's presence, or if a misdemeanor warrant exists.

Prepares reports pertaining to any custodial arrests and the use of force.

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, mops floor, paints trim, removes trash, etc.) as necessary to keep a professional appearance of the inspection facilities.

Performs job-related travel, as needed.

Performs other related work 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 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 various levels of 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.

Classification: Commercial Vehicle Officer II

Title Code: V07731

Pay Range: 22

Page 3

Ability to testify in court and defend findings of fact.

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

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, mopping floors, painting trim, trash removal, etc.).

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

Ability to assist with the set up and operation of portable scales in order to properly weigh commercial vehicles.

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 safely and properly fire, load/unload Patrol handguns.

Ability to properly use and maintain OC aerosol, an ASP baton, handcuffs, and an assigned firearm.

Ability to gain and maintain physical control of persons when make a custodial arrest.

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 Officer I and currently possess a valid commercial vehicle enforcement commission.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least twenty-one years of age at the time of appointment.

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Classification: Commercial Vehicle Officer II

Title Code: V07731

Pay Range: 22

Page 4

Must be a resident of the State of Missouri and possess a valid Missouri driver license at the time of appointment.

Must possess and maintain a Missouri Class A POST license.

Must be able to successfully complete the first available ten-week Basic Commercial Vehicle Inspector training course as approved by the Superintendent of the Missouri State Highway Patrol (nine weeks in Jefferson City, Missouri, and one week at an assigned scale facility) as well as an on-the-job training program.

Pursuant to General Order 26-07, uniformed civilian employees 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 positions if they have any tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any part of the body which would be visible while in uniform.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

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.