

## Job Description

### *Missouri State Highway Patrol*

#### Class Title: Chief Motor Vehicle Inspector

Title Code: V07800

Effective Date: 04/25/96

Date Reviewed: 1/12/06 hrd

Date Revised: 2/07/07 hrd

**Immediate Supervisor:** As assigned

**Position Supervised:** MVI Supervisors and MVI Inspectors

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the commander; however, working hours are subject to change at the discretion of the commanding authority.

#### POSITION SUMMARY

The Chief Motor Vehicle Inspector assists the commander in establishing and administering the Motor Vehicle Inspection Program through functional supervision and coordination of field activities. The employee also conducts scheduled and unscheduled inspections to determine if department personnel and inspection station owners and employees are operating within applicable rules, regulations, and procedures. The Chief Motor Vehicle Inspector also serves as liaison with troop staff, headquarters personnel, and the public. The employee exercises considerable independent judgment and discretion and work is performed under general supervision.

#### 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.)

Recommends development or revision of departmental policy relating to the functions, services and procedures of the Motor Vehicle Inspection Division.

Reviews and analyzes reports and other documents to determine compliance with acceptable standards, training needs and competence levels of operational and supervisory personnel and to identify needed changes in established standards.

Conducts scheduled and unscheduled spot visits to inspection stations to determine if the premises, personnel, and equipment meet all requirements and regulations; documents deficiencies and noncompliance; notifies appropriate department personnel of violations so investigations and/or enforcement action can be executed.

Briefs commanding officer and division staff reference workload and areas of concern that could become public knowledge and/or involve potential legal ramifications for the department.

Receives and responds to complaints about inspection stations, inspector/mechanics, and department personnel; researches complaints by conducting investigations and preparing reports reference same; takes appropriate corrective action within the scope of job responsibilities.

Receives input from subordinates and makes policy recommendations to troop and headquarters staff; assists in the development, implementation, and review of revised policies and procedures.

Confers with motor vehicle inspection personnel statewide reference trends, problems, criminal activity, etc.

Collates data and prepares reports; reviews and edits reports prepared by subordinates for clarity and completeness; confirms that administrative rules and statutes are accurate and pertinent; ensures the investigator has properly completed and attached the appropriate forms; forwards reports for distribution, archiving, and access by court officials and attorneys.

Compiles and maintains reports, logs, records, and statistics pertaining to MVI, school bus inspections, VIN/Salvage Title inspection programs, etc.

Develops, coordinates, schedules, and conducts the training and testing of inspector/mechanics.

Develops materials and conducts formal and on-the-job training for department Motor Vehicle Inspection personnel and other authorized individuals.

Ensures that department and statutory policies and procedures are followed in the administration of assigned programs; explains new or revised department and statutory policies and procedures to personnel and monitors compliance with same.

Performs a variety of administrative duties (e.g., approves expense reports, handles personnel issues and problems associated with division staff, conducts and attends meetings, serves on committees as assigned, recommends personnel decisions to staff, etc.).

Testifies in court and at administrative hearings; reviews evidence and prepares testimony prior to court appearance; responds to subpoenas; trains subordinates about the role of an expert witness in legal proceedings; reviews subordinate's testimony and provides input, as needed.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about new developments and trends in motor vehicles and inspections; serves as an expert in the field and provides technical guidance to individuals within and outside the organization.

Responds to requests for information from a variety of individuals reference all facets of motor vehicle inspection.

Periodically monitors subordinate's job performance and provides appropriate feedback; prepares and conducts formal evaluation in consultation with division and/or troop personnel.

Operates vehicle to perform job duties.

Performs job-related travel, as needed.

Conducts motor vehicle and school bus inspections, as needed.

Operates standard office equipment (e.g., video terminal, telephone, copier, fax machine, adding machine, etc.).

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of department and statutory policies, procedures, rules, and regulations reference motor vehicle inspection.

Extensive knowledge and practice of the safety precautions and occupational hazards associated with vehicles and school buses.

Extensive knowledge of investigative and identification techniques.

Extensive knowledge of the methods, practices, procedures, equipment, and materials used in the inspection of motor vehicles and school buses.

Working knowledge of the principles of supervision.

Skill in supporting subordinates decisions and actions in processing work assignments reference motor vehicle inspection.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

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

Ability to make decisions in accordance with applicable department and statutory rules, regulations, policies, and procedures.

Ability to interact with the public, station owners, and employees on a daily basis.

Ability to establish and maintain effective working relations with others.

Ability to detect deficiencies in vehicles and school buses and document same.

Ability to compile and maintain records, statistical data, reports, etc.

Ability to develop, coordinate, schedule, and conduct the training and testing of inspector/mechanics.

Ability to ensure changes in department and statutory policies and procedures are effectively communicated to assigned personnel.

Ability to use tools and equipment associated with motor vehicle and school bus inspections.

Ability to graciously, diplomatically, and professionally deal with individuals in difficult situations.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to communicate effectively.

Ability to coordinate the activities of assigned personnel, properly assess priorities, and make manpower/resource decisions reference same.

Ability to conduct scheduled and unscheduled visits to inspection stations, document deficiencies, and take appropriate action.

Ability to receive and investigate complaints.

Ability to solve problems.

Ability to develop, implement, and review policies and procedures.

Ability to serve as a liaison and display leadership qualities.

Ability to prepare and edit reports.

Ability to develop materials and conduct training.

Ability to perform administrative duties as detailed in the description of duties.

Ability to testify in court and train subordinates in the role of an expert witness in legal proceedings.

Ability to respond to a variety of requests for information.

Ability to monitor, motivate, and evaluate subordinates.

Ability to perform job-related travel.

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

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

Ability to conduct motor vehicle and school bus inspections.

Ability to inspect equipment.

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, 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.)

Possess at least five years of experience as a Motor Vehicle Inspector with the department.

Must have served a minimum of one year as a Motor Vehicle Inspector Supervisor.

#### NECESSARY SPECIAL REQUIREMENTS

Successfully complete a job-related examination specified by the Director of the Motor Vehicle Inspection Division.

Successfully complete the department's supervision/management course within one year of appointment as Chief Motor Vehicle Inspector.

Possess a valid driver's license.