



Classification: Hazardous Materials Specialist

Title Code: -

Pay Range: -

POSITION SUMMARY:

This position assists the Commercial Vehicle Enforcement (CVE) function by managing the hazardous materials and radiological inspection programs. This includes training, purchasing and deployment of equipment, coordination of repairs/calibration of equipment, and attending related meetings. This person will also be responsible for resolving inspection report discrepancies between motor carriers and field officers, managing trip permit accountability and distribution, and instructing at seminars as requested. General direction is received from the designated supervisor, but the employee is given wide latitude for using independent judgment and initiative in providing functional supervision of the programs.

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:

Manages the hazardous material and radiological inspection programs through functional supervision and coordination of field activities.

Manages the Federal Motor Carrier Safety Administration Data Q system to ensure report accuracy and resolve disputes and/or challenges with commercial vehicle industry representatives.

Assists the general public, trucking associations, state and federal agencies, and components within the Patrol regarding commercial vehicle rules and regulations.

Resolves inspection report discrepancies between motor carriers and field officers.

Manages trip permits and Commercial Vehicle Safety Alliance (CVSA) decal accountability and distribution.

Assists with developing, coordinating, and conducting training regarding handling and inspecting hazardous materials.

Reviews new laws, federal regulations, and internal policies and procedures; incorporates any updates and changes into the training manuals and policies as appropriate.

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

Represents the division at various special events, meetings, and conferences relating to hazardous materials; conducts presentations to public service organizations and other interest groups.

Performs job-related travel as necessary.

Performs other related work as assigned.

Classification: Hazardous Materials Specialist

Title Code: -

Pay Range: -

Page 2

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 Hazardous Material Regulations and Hazardous Material First Responder protocol.

Considerable knowledge of Federal Motor Carrier Safety Regulations.

Working knowledge of the Safetynet System and accident reporting criteria.

Ability to instruct courses and develop lesson plans.

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

Ability to represent the Patrol and make presentations reference commercial vehicle enforcement to a variety of individuals.

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.

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 II/Inspector III or higher.

Classification: Hazardous Materials Specialist

Title Code: -

Pay Range: -

Page 3

NECESSARY SPECIAL REQUIREMENTS:

Possess certification in Level VI North American Standard Inspections (or as soon as scheduling permits, successfully complete North American Standard Inspections Level VI training or become certified in Level VI North American Standard Inspections).

Successfully complete training and maintain all certifications from the Federal Motor Carrier Safety Administration, National Training Center, required for the instruction of handling and inspecting of hazardous materials.

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.