

Job Description

Missouri State Highway Patrol

Class Title: Senior Chief CVO

Title Code: V07740

Effective Date: 05/01/82

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Director, Commercial Vehicle Enforcement Division

Position Supervised:

FLSA Classification: Non-exempt

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

POSITION SUMMARY

This is very responsible work in developing, scheduling, coordinating, and instructing training courses relative to Commercial Vehicle Enforcement laws, rules, and regulations applicable to the transportation of hazardous materials and waste as they affect the Patrol, industry, and the general public. As a Patrol representative, the employee will be required to attend meetings, training seminars, and conferences interacting with local, state, federal, and international enforcement and emergency response agencies. The employee may be called upon to conduct training programs as an associate instructor for the United States Department of Transportation. The employee may also be called to respond to and investigate incidents and accidents involving the transportation and disposal of hazardous materials and waste. The employee must exercise independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor to ensure compliance with established division and departmental rules, policies, and procedures.

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.)

Reviews, coordinates, and conducts training for Basic Hazardous Materials and First Responder Awareness to all Commercial Vehicle Enforcement personnel, Patrol uniformed members and communication personnel, and various county and municipal departments; reviews, schedules and coordinates the training of commercial vehicle laws, rules and regulations pertaining to hazardous materials and waste transportation.

Provides technical assistance reference hazardous materials to the motor carrier industry.

Maintains subscriptions to all federal regulations pertaining to hazardous materials and training guides for emergency response from the United States Department of Transportation; distributes copies and monthly updates to each troop and General Headquarters CVE personnel, as well as other state, county, and municipal police and fire departments.

Schedules and attends hazardous materials truck checks statewide; conducts inspections and reviews commercial vehicle accidents involving hazardous materials.

Remains current on any changes in federal regulations by continued contact with the Federal Training Safety Institute/National Training Center.

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Represents the Patrol at various seminars, workshops, conferences, and training relative to the transportation and handling of hazardous materials and waste.

Maintains all radiation monitoring equipment for each troop.

Responds to inquiries relating to hazardous materials from the public and other departments.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Patrol policies and procedures to include, but not limited to, commercial vehicle enforcement.

Knowledge of the practices of the safety procedures and precautions involved in the administration of first aid and proper handling of body fluid and/or blood-borne pathogens.

Ability to read English effectively.

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

Ability to understand and interpret the Title 49 code of federal regulations, 100-177, 178-179, and the Federal Motor Carrier Safety regulations, part 390-397, pertaining to the transportation of hazardous materials.

Ability to utilize problem-solving skills, exercise judgment, and make decisions in the performance of job duties.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of commercial vehicle inspection results and enforcement action(s) taken.

Ability to coordinate, schedule and instruct presentations and courses on all matters relating to hazardous material regulations and transportation.

Ability to conduct Level 1 driver and vehicle safety inspections on commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to inspect documents associated with the commercial motor vehicle industry and detect fraud and/or forgery.

Ability to prepare evidence for presentation in court.

Ability to maintain composure while under cross-examination in a court of law and to defend these findings of fact and subsequent enforcement action(s) taken.

Ability to deal with a wide variety of individuals in potentially hostile situations in a professional and diplomatic manner.

Ability to perform physical law enforcement tasks and properly use pepper mace, handcuffs, and assigned firearms.

Ability to comprehend, communicate, and enforce state and federal laws governing commercial vehicles.

Ability to operate weigh scales, communications equipment, measuring devices, preliminary breath test

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instrument, computer terminal, etc.

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

Ability to establish and maintain harmonious working relations with others.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work in inclement weather.

Ability to accommodate shift work.

Ability to communicate thoughts and concepts orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to set up and operate portable scales in order to properly weigh commercial vehicles and to lift and carry equipment weighing up to fifty pounds (e.g., portable scales, jacks, etc.).

Ability to position self and equipment under, in, around, and over vehicles and cargo being inspected.

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.)

Must possess a high school diploma or GED.

Must have a minimum of eight years experience with the commercial vehicle enforcement operation of the Patrol and successfully complete a 40-hour Basic Hazardous Materials course, 40-hour Cargo Tank course, and 40-hour Radiological Monitoring Course within one year of appointment to this position.

Must be a commissioned Commercial Vehicle Officer.