



**Classification:** Commercial Vehicle Enforcement (CVE) Inspector Chief

**Title Code:** V07701

**Pay Range:** 28

**POSITION SUMMARY:** The CVE Inspector Chief is responsible for the overall activities and supervision of Commercial Vehicle Enforcement Inspectors in a designated troop. The Chief compiles and maintains records of the weigh stations, and coordinates and verifies calibration of equipment. The CVE Inspector Chief also serves as a liaison between the troop staff, the general public, representatives of other government agencies, and General Headquarters staff. General supervision and direction is received from a designated supervisor with considerable independent judgment, decision making, and discretion required.

**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.)

Serves as a liaison between troop personnel, general public, elected officials, state and federal government officials and General Headquarters staff.

Interprets and explains the provisions of the state and federal Motor Carrier Safety laws, rules, and regulations reference enforcement via in-person and telephone inquiries from commercial operators, terminal personnel, and the motoring public.

Compiles and maintains records, (e.g., arrest or warning record, inspectors' daily reports, weigh station or portable scale hours of operation, employees' attendance records, monthly activity reports, schedule of 28-day work period record, Missouri Highway Reciprocity 72-hour trip permits, etc.) created by personnel assigned to the weigh stations and portable scale units in an assigned troop.

Coordinates and verifies calibration of the radiological and ram meters on a monthly basis in order to be prepared for an emergency, radioactive fallout, and to be in compliance with General Order 46-02; the meter's condition is recorded on a special equipment record and any deficiencies are immediately corrected.

Conducts random inspections of Troop weigh stations and Commercial Vehicle Enforcement Inspectors to assess performance and verify accuracy, consistency, and equity in enforcement of CVE rules and regulations.

Confers with uniformed members, CVE personnel, and command and GHQ staff reference special covert investigations and/or unusual circumstances involving the trucking industry; this information may be part of an on-going investigation and would be considered highly confidential and sensitive.

Directly and/or indirectly supervises trains, directs, and coordinates the work of all Commercial Vehicle Enforcement Inspectors in an assigned troop.

Reviews periodicals, federal regulations, and operations manuals in order to maintain current knowledge in the CVE field (e.g., hazardous materials, interstate and intrastate trucking requirements, commercial driver's license requirements, waste truck requirements, etc.): ensures that changes are communicated to appropriate personnel via channels.

Testifies in court as an expert witness, as requested.

Represents the division at various special events, meetings, and conferences; provides presentations to schools, public service organizations, or other interested groups; disseminated brochures and/or other educational materials reference CVE and answers questions.

May perform the duties of a CVE inspector, as needed.

Performs job-related travel as needed.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of Patrol policies and procedures.

Extensive knowledge of the techniques, practices, procedures, and equipment used in CVE.

Extensive knowledge of state and federal commercial motor vehicle laws, rules, and regulations.

Thorough knowledge of hazardous/radioactive materials as they pertain to commercial vehicle enforcement and exercises the proper safety procedures as associated with same.

Knowledge of post-accident analysis.

Knowledge of the principles and techniques of supervision.

Knowledge of the documents associated with commercial vehicle enforcement.

Knowledge of the proper training procedures reference commercial vehicle enforcement.

Ability to detect forgery of the documents associated with commercial vehicle enforcement.

Ability to solve problems, exercise judgment, and make decisions in performing job duties.

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

Ability to gather, assemble, correlate, and analyze paperwork submitted from weigh stations and portable scales to be incorporated into reports.

Ability to perform quality control checks by calibrating and verifying radiological and ram meters.

Ability to effectively plan, direct, and supervise the work of others.

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

Ability to practice the safety procedures involved in administering first aid and dealing with body fluid and/or blood-borne pathogens.

Ability to comprehend, communicate, and enforce state and federal laws and regulations governing commercial vehicles with firmness, tact, and impartiality.

Ability to exercise patience and diplomacy in dealing with the public.

Ability to create, review, and edit reports for completeness, clarity, accuracy, and legibility.

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

Ability to review the work of subordinates and take corrective action, when necessary.

Ability to motivate subordinates and promote the team concept in the completion of work.

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

Ability to operate weigh scales, communications equipment, measuring devices, computer terminal, calibration equipment, and telephone in the completion of job duties.

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

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

Ability to maintain composure while under cross-examination in regard to personal and professional qualifications and defend findings of fact and subsequent enforcement actions(s) taken in court.

Ability to maintain complex records and files.

Ability to work in inclement weather.

Ability to accommodate shift work.

Ability to lift and transport equipment necessary to complete job duties (e.g., hydraulic jacks, etc.).

Ability to perform job-related travel.

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.)

Possess at least six years within the Commercial Vehicle Enforcement section of the Missouri State Highway Patrol (must have served a minimum of one year as a CVE Inspector Supervisor I or II/CVO Supervisor I or II).

**NECESSARY SPECIAL REQUIREMENTS:** Must be a citizen of the United States.

Must possess and maintain a valid driver license.

Must have successfully completed a job related written examination specified by the Director of the CVE Division.

Must maintain all certifications as required by the Superintendent of Missouri State Highway Patrol.

Must be of good character and have never been convicted of a felony or any crime involving moral turpitude, or have any pending indictment for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

**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.