



**Classification:** Commercial Driver License (CDL) Examiner

**Title Code:** V07614

**Pay Range:** 20

**POSITION SUMMARY:** This is a specialist position where the employee administers the full range of Missouri driver license examinations, to include determining appropriate license categories and ensuring applicant qualifications, etc. At least 75% of this employee's time must be spent conducting more complex Commercial Driver License (CDL) examinations. An employee in this position is normally assigned to a CDL test site and may be assigned or transferred from one examination site or CDL test site to another as needed. CDL Examiners must be able to interact with the public during all weather conditions for extended periods of time. Work is performed independently under general supervision.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Explains state law regarding commercial driver license policies and procedures to the public in-person or via the telephone; answers questions from the public regarding office hours, location, and application process; explains specific licensing requirements, laws, and rules and regulations to applicants.

Selects types of commercial driver license examinations by verifying classification and endorsements needed for the vehicle to be driven and cargo to be hauled, e.g. the general knowledge test, combination, passenger transport test, school bus, air brakes test, hazardous materials test, tanker test, or doubles/triples test.

Sets up and maintains basic skills course to include accurate measurements for different types of basic skills testing and marking boundaries.

Administers the CDL written examination; instructs applicants on test taking procedures; explains steps required for retaking appropriate tests if applicant does not meet passing standards.

Administers the CDL pre-trip inspection; inspects commercial vehicle functioning, including lights, brakes, turn signals, etc. to determine if the commercial vehicle is safe to operate; observes applicant performing pre-inspection of engine and components inside and outside of the vehicle.

Administers the CDL basic controls skills test to evaluate applicant's basic skill in controlling vehicle and judging its position in relation to other objects; instructs applicants to perform various maneuvers such as straight-line backing, alley dock, sight-side parallel parking, conventional parallel parking, and offset backing in the commercial vehicle.

Administers skills examinations to applicants for all classes of driver licenses; explains improper actions to applicants during the examination and codes applications according to examination results. Skills examinations require the examiner to ride in all types of vehicles including, but not limited to, tractor-trailers, large trucks, buses, vans, cars, etc.

Reviews the overall performance with the applicant and informs applicant of pass or fail status; counsels' applicants regarding the CDL examination results or reason for examination failure.

Determines when the driving skills and maneuverability examinations should be cancelled due to inclement or unsafe weather conditions, or dangerous driver actions, or unsafe vehicles.

Answers inquiries via phone, in person, and through written correspondence regarding the Commercial Driver License Program, Missouri licensing regulations, and the driver examination process.

May administer the visual, written, and oral examinations for all classes of driver licenses; pre-trip inspections, basic control maneuvers, and may administer road examinations to applicants for all classes of driver licenses.

Assists in designing and testing routes for road tests.

Operates a motor vehicle to travel to CDL fixed sites to administer testing.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of the methods and procedures used in administering all driver license examinations.

Extensive knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the Commercial Driver License Program.

Road examinations normally require the examiner to ride in tractor-trailers, large trucks, and school buses; therefore, employees in these positions must have the ability to stoop, crouch, or climb as needed to inspect Class A, B, and C vehicles.

Ability to conduct a thorough and safe road test with commercial vehicles.

Ability to work under the stress associated with riding on driving tests with new and inexperienced drivers.

Ability to enter and exit vehicles including large trucks and buses to conduct CDL or other examination road tests.

Ability to set up testing site and operate testing equipment.

Ability to maintain the highest level of integrity in testing license and permit applicants.

Ability to read, comprehend and apply technical guides and resources, such as the federal and state regulations for CDL driver licensure, including the Missouri Commercial Driver License Manual, and Examiner's Manual for Commercial Driver License tests.

Ability to lift and carry at least 50 pounds (testing equipment and materials).

Ability to operate vision testing equipment.

Ability to operate computer testing equipment.

Ability to work independently with only general supervision.

Ability to verbally answer inquiries and explain testing procedures to applicants applying for licensure.

Ability to work in an environment that involves moderate hazards or discomforts such as working outdoors in inclement weather for extended periods of time without a break period.

Ability to provide own transportation to and from various testing sites during normally scheduled working hours.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

Ability to maintain various records and files.

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.)

Possession of a high school diploma or equivalent

AND

Six months work experience.

Preference may be given to current Driver Examiner's or those possessing experience working with commercial motor vehicles.

**NECESSARY SPECIAL REQUIREMENTS:** 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.

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

Must be able to successfully complete the Driver Examination Basic School as approved by the Superintendent of the Missouri State Highway Patrol in Jefferson City, Missouri, as soon as scheduling will allow, preferably within 12 months of employment.

Successful completion of the basic field training program.

Successful completion of the Commercial Driver License Examiner Training Course.

Must possess or obtain and maintain a valid driver license.

Driver Examiners assigned to a traveling crew may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.

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.