



Classification: Senior Chief CVO (CVED)

Title Code: V07744

Pay Range: 34

POSITION SUMMARY: This is highly responsible administrative work in assisting with the direction of the Commercial Vehicle Enforcement Division (CVED). The employee must exercise considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative 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.):

Supervises assigned CVED employees, and assists the division director in establishing and administering the commercial vehicle enforcement program through functional supervision and coordination of field activities, to include, but not limited too content posted to social media programs, recruiting, outreach, promotional processes, performing various levels of instructional training to CVE personnel, etc.

Assumes the responsibilities of the division director/assistant division director in their absence, or as assigned.

Assists with establishing, monitoring, and managing the division budget.

Assists in the development or revision of departmental policy relating to functions, services and procedures of the Commercial Vehicle Enforcement Division's state enforcement plan for MCSAP funding; purchases all MCSAP funded equipment and reviews bid specifications when required.

Coordinates computer hardware and software equipment for the electronic inspection program, assists with managing the intricate computer system such as the FMCSA SAFETYNET System, Traffic Management System and all other federal systems to ensure commercial vehicle data from inspections and crashes meet the federal reporting criteria.

Provides instruction to CVE personnel and other law enforcement personnel SAFETYNET reporting, computer generated inspections, commercial vehicle reporting elements, etc.

Works with the Federal Motor Carrier Safety Administration and Commercial Vehicle Safety Alliance to enhance the federal commercial vehicle inspection and accident reporting system.

Assists in investigating, researching, and answering inquiries or complaints of citizens relating to commercial vehicle enforcement activities.

Keeps field personnel informed concerning laws, rules, and regulations relating to commercial vehicles and assists in the development, publication, and maintenance of the Commercial Vehicle Enforcement Operations Manual and other CVE publications.

Plans, coordinates and assists in the conduction of surveys, studies, and analysis of all phases of the commercial vehicle enforcement program, including operations procedures, forms, equipment, communications, etc.

Performs job related travel when necessary.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of weighing equipment (both mechanical and electronic) and be capable of working with multiples.

Working knowledge of computer-based and microprocessing weighing equipment.

Knowledge of the CVSA National Association Standard Inspection (NASI) Level I Inspection, General Hazardous Materials Inspection and Cargo Tank/Bulk Packaging Inspection procedures.

Knowledge of the Federal Highway Administration's MCSAP program, Size and Weight State Enforcement Plan, the Intelligent Transportation System, and the Commercial Vehicle Operations project.

Knowledge of state and federal audit and purchasing procedures.

Knowledge of the budget process and application of a variety of budgeting transactions.

Knowledge of all state and federal statutes, laws, rules, and regulations pertaining to all facets of Commercial Vehicle Enforcement.

Knowledge of the principles and techniques of supervision.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the general public.

Ability to provide effective presentations on behalf of the Patrol during planning meetings.

Ability to operate assigned departmental vehicle at a high rate of speed as needed and under varying, stressful conditions to apprehend violators and respond to emergency situations.

Ability to exercise diplomacy and patience in dealing with a variety of individuals (in potentially hostile situations) with firmness, tact, and impartiality necessary to enforce commercial vehicle laws and regulations.

Ability to safely and properly fire, load/unload Patrol firearms, as well as the ability to properly use and maintain OC aerosol, an ASP baton, handcuffs, and an assigned firearm.

Ability to gain and maintain physical control of persons when making a custodial arrest.

Ability to accommodate a non-standard schedule and to be on call.

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 seven years of experience in Commercial Vehicle Enforcement or related field of which two years must be in a supervisory capacity.

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

Must possess and maintain a valid driver license.

Must obtain and maintain a valid CVE commission.

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.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

FLSA STATUS: 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.