

COMMERCIAL VEHICLE INSPECTION SUPERVISOR

KIND OF WORK

Supervisory Vehicle Inspection work.

NATURE AND PURPOSE

Under limited supervision, supervises subordinates who inspect and investigate commercial motor vehicles to determine compliance with state laws, regulations and standards; supervisory responsibilities includes: assigning and controlling the flow of work, training employees, effectively recommending hiring and disciplinary actions, and conducting evaluations. In addition, also performs inspections, investigates complaints, and performs related work as required. Differs from LCR 1 and 2 because of supervisory responsibility. Differs from State Patrol Trooper Sergeant who serve primarily as law enforcement officers by narrow scope of program responsibility.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns, directs and evaluates the work activities of employees assigned to a commercial vehicle weigh station to ensure adequate operation of the facility by determining work priorities, delegating duties, observing personnel in daily activities and reporting activities to supervisor.

Trains staff and/or determines appropriate training so that all employees are provided with necessary knowledge to perform their job duties by observing/evaluating employee work performance, arranging for and assigning employees to attend appropriate training sessions and suggesting training needs to supervisor.

Resolves disagreements on enforcement issues to ensure consistent interpretation/application of laws, regulations, policy by using experience and previous enforcement history and/or referring complex issues to supervisor.

Communicates information between work shifts so that the operation of the scale is consistent on all shifts by conducting reports with subsequent shift supervisor and Sergeant in charge.

Inspects commercial vehicles, investigates complaints, and issues violations to ensure compliance with laws and regulations by making on-site observations of vehicles and records, analyzing degree of violation, completing written reports of observations.

Informs violators of the corrective action required and the consequence of non-compliance to ensure that operations will be conducted legally by issuing verbal and/or written notices, rechecking, and when necessary referring violations to other law enforcement areas.

Testifies and submits documentation necessary to support charges against violators so that proper evidence is provided in legal proceedings by preparing all records, reports and documentation required for accurate testimony.

Advises clients and the public of laws, rules and regulations governing operations to assist in understanding, maintaining or achieving compliance by interpreting and explaining orally or in writing.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles, methods and procedures of effective supervision and collective bargaining agreements sufficient to assign and control flow of work, schedule and train employees, effectively recommend hiring and disciplinary actions, and conduct performance evaluations.

Commercial vehicle laws, rules and regulations sufficient to determine compliance and detect violations in routine and non-routine cases and to resolve enforcement disagreements.

Operation of a Commercial Vehicle Weigh Station sufficient to facilitate coordination of unit activities.

Effective methods of investigative techniques and legal evidence sufficient to solicit required information from investigations.

Mechanical workings of vehicles being inspected sufficient to identify problems or non-compliance with standards.

Ability to:

Establish and maintain effective working relationships with superiors, co-workers, subordinates and the public.

Communicate verbally to interpret and explain laws, rules and regulations in more than routine cases, to a variety of clients.

Enforce laws, rules and regulations in situations which may require making a judgment call.

Write clear and concise reports which may serve as a basis for legal or corrective action.

Gathers facts by personal contact, observation and by checking records.

Est.: 05/17/88

Rev.:

Ckd.:

T.C.:

Former Title(s):