

MOTOR CARRIER SAFETY COORDINATOR (SUPERVISOR)

UNCLASSIFIED

NATURE OF WORK IN THIS CLASS

This is supervisory work involved in the administration of the Motor Carrier Safety Assistance Program and other commercial safety activities as related.

An employee in this class plans, develops, directs and implements the inspection of Commercial Motor Vehicle and Official Vehicle Inspection Stations (O.V.I.S.) and hazardous material transporters for compliance of established laws and regulations under the jurisdiction of the Department of Revenue and Taxation.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, develops, and supervises the program and activities of the Motor Carrier Safety Office involving the enforcement of the Federal Motor Carrier Safety Regulations, the Hazardous Materials Regulations, the Cargo Tanker Regulations (Parts 180) and the Periodic Vehicle Inspection Program under the Vehicle Code.

Plans and supervises the work of subordinate inspectors; establishes priorities and prepares inspection schedules; sets completion of work dates; explains program guidelines and requirements as well as administrative matters to employees.

Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; initiates or recommends changes in work procedures, laws or regulations, and organization to enhance effectiveness.

Resolves complaints concerning licensing, registration and issuance of permits, recommending appropriate corrective action where violations are noted.

Establishes performance standards; makes requests for personnel actions evaluates work performance of subordinates; and identifies and implements training plans for program staff.

Keeps abreast of and disseminates information on trends and developments regarding commercial motor vehicle inspections and hazardous materials enforcement work.

Establishes inspection sites for daily roadside inspections as well as out-of-service impound areas for vehicles with serious mechanical deficiencies.

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Reviews inspection reports daily and writes post-crash reports as well as other reports.

Provides assistance and advise on hazardous material spills and truck accidents where improper packaging, placarding, labeling, equipment safety violations, and driver qualifications and/or errors are suspected.

Responds to accidents involving commercial motor vehicles; and performs in-depth inspections of all mechanical parts to determine if mechanical defects were present before or after the accident.

Conducts training for commercial motor vehicle carriers and speaks at transportation industry meetings.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge in the mechanics and operations of commercial motor vehicles and hazardous materials regulations.

Knowledge of interviewing methods and techniques.

Ability to plan and supervise the Motor Carrier Safety Enforcement Program and its operations.

Ability to supervise the work of others.

Ability to hear and resolve complaints from subordinates and the public.

Ability to analyze program effectiveness.

Ability to work effectively with subordinates and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

Ability to enforce regulation firmly, tactfully, and impartially.

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MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of experience in motor carrier safety inspection and enforcement work and graduation from an accredited college or university with a Bachelor's degree in public administration or other related field; or
- B. Six (6) years of progressively responsible investigative, management or mechanical experience which demonstrates, (1) motor carrier safety, (2) mechanical background, (3) enforcement work, and (4) management and supervision; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: NOVEMBER 1997

PAY GRADE: K

HAY EVALUATION:

KNOW HOW:	DI2	175
PROBLEM SOLVING:	C3 (29%)	50
<u>ACCOUNTABILITY:</u>	<u>D1C</u>	<u>57</u>
TOTAL POINTS:		282



ELOY P. HARA
Executive Director
Civil Service Commission