

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Motor Carrier Enforcement Inspector	<u>SERIES NO.:</u> 2311
<u>MAJOR AGENCIES:</u> Public Safety Only	<u>EFFECTIVE DATE:</u> 4/15/2018

SERIES PURPOSE:

The purpose of the motor carrier enforcement inspector occupation is to perform inspections of commercial motor vehicles & drivers to ensure compliance with state, federal safety, & economic & hazardous material regulations & assist law enforcement personnel with investigations of commercial vehicle crashes.

At the full performance level, incumbents independently conduct roadside inspections of commercial motor vehicles & drivers to ensure compliance with state, federal safety & economic laws, rules & regulations.

At the supervisory level, incumbents supervise lower-level inspectors in assigned district & conduct roadside motor carrier inspections & assist law enforcement personnel with investigations of commercial vehicle crashes.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Motor Carrier Enforcement Inspector	23111	29	4/15/2018

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state & federal laws, rules & regulations, pertaining to motor carrier industry & operations & inspection techniques in order to conduct independent roadside inspections of commercial motor vehicles & drivers to ensure compliance with federal & state regulations (e.g., brakes, steering, lights, cargo securement, fifth wheel, record of duty status, driver qualifications, license, hazardous materials) & declare vehicles &/or drivers in or out of service based on established criteria.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Motor Carrier Enforcement Inspector Supervisor	23115	11	01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of motor carrier mechanics & maintenance, state & federal regulations & laws pertaining to commercial motor carrier operations & inspection principles & techniques in order to supervise lower-level motor carrier enforcement inspectors in assigned district, perform specialized motor carrier inspections & assist law enforcement officers with investigations of commercial vehicle crashes.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Motor Carrier Enforcement Inspector	23111	07	4/15/2018	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Enforces commercial motor vehicle laws by independently conducting roadside inspections of commercial motor vehicles & drivers to ensure compliance with federal & state safety regulations (i.e. checks adequacy of vehicle & moving parts (e.g., brake systems, steering mechanisms, lighting devices, , cargo securement, coupling devices, driveline/driveshaft, exhaust systems, frames, fuel systems, tires, wheels, rims, & hubs, windshield & wiper systems, passenger vehicle emergency exits, fifth wheel, record of duty status, driver qualifications, license, hazardous materials (e.g. explosives, poisons, flammables, corrosives)) by climbing in, on, around, & under vehicle; utilizes Law Enforcement Automated Data System (LEADS) to verify validity & compliance of registration, license & vehicle identification number (VIN) & verifies other required documentation (e.g. Department of Transportation (DOT) medical card, log book, carrier credentials, out of service orders, permits, shipping documents, lease agreements) observes drivers for signs of drug impairment & indications of human trafficking; investigates complaints regarding violations of Federal & State regulations & places non-compliant drivers & vehicles out of service & provides recommendations to correct violations; provides technical expertise to law enforcement during crash (e.g. fatal, injury, property damage) investigations of commercial motor vehicles & completes detailed inspection reports.

Prepares reports reflecting inspection of vehicles & drivers, (e.g., weekly activity, seal recap forms, out of service verification & inspections); operates & maintains equipment (e.g., car, computer, printer, creeper, wheel chocks; ensures vehicles & drivers were placed out of service & proper corrections made; attends Public Utilities Commission of Ohio (PUCO) civil forfeiture hearings & provides sworn testimony when required; attends monthly roll call & annual in service trainings.

Provides field training & coaching to new inspectors; assists other inspectors, trooper, & local law enforcement (e.g. assist with traffic control at crash scenes & hazardous material incidents; provides guidance regarding commercial vehicle enforcement); prepares & delivers presentations related to highway safety & compliance with state & federal rules; provides training (e.g. inspection procedures, cargo securement, human trafficking) to various groups of interest; assists general public on roadways with directions; changes flat tires or calls in assistance for drivers-in-distress.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws, rules & regulations pertaining to motor carrier industry operations; motor carrier mechanics & maintenance; inspection & investigation techniques; interviewing principles & techniques; public relations; procedures required for inspecting/investigating hazardous materials shipping & crashes. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with motor carrier industry & general public; demonstrate physical fitness to perform job functions (e.g. bending, crawling, reaching above shoulder height, working in confined spaces, climbing, lifting, & carrying equipment); strength to lift & carry up to 50 lbs. repeatedly.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in motor carrier inspection or commercial vehicle maintenance; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or 6 mos. exp. in enforcing commercial motor vehicle laws or regulations; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Successful completion of all required in-service training programs; must maintain annual certification requirements for all North American standard training to conduct inspections of federal regulations (e.g., level I, hazardous materials, motor coach & cargo tank). Must successfully obtain LEADS certification 6 months after employment. Must re-certify in LEADS every two years as mandated by Ohio Administrative Code 4501:2-10-03 (C) (4).

UNUSUAL WORKING CONDITIONS:

Requires travel; may be required to work overtime, work nights or weekends & rotating shifts; subject to call out after hours in emergency situations. Works outside exposed to weather, dirt, rust, car fumes, burns from hot engines, fast moving vehicles, highway noise; hazardous materials & unpredictable behavior from vehicle owners & operators; conducts inspections in confined spaces.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Motor Carrier Enforcement Inspector Supervisor	23115	EX	01/09/2005	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervise lower-level motor carrier enforcement inspectors in assigned district, perform specialized motor carrier inspections & assist law enforcement officers with investigations of commercial vehicle crashes, provides on-site work direction for subordinates, monitors employee enforcement activities to ensure motor carrier industry is in compliance with regulations (e.g., public utilities commission, department of transportation), prepares district schedules for approval & trains new employees, conducts periodic reviews of district motor carrier enforcement unit personnel to assure consistent & uniform inspection procedures & enforcement of rules, monitors employees to ensure all inspectors maintain federal certification, participates, coordinates & assigns personnel to special operations relating to commercial vehicle enforcement, (i.e., covert surveillance of out of service vehicles &/or drivers), coordinates & provides training & interpretation of policy updates as well as frequent updates to state & federal regulations, monitors condition & use of equipment (e.g., vehicles, infrared brake device, laptop computer, projector, printer, inspection tools, MARCS radios, radar detector detectors, uniform equipment, bus inspection ramps) to ensure proper usage & maintenance.

Patrols highways & makes traffic stops to conduct North American Standard Level One, Hazardous Materials, cargo tank/bulk packaging & motor coach inspections of commercial motor carrier vehicles & drivers to ensure compliance with state & federal safety & economic regulations (i.e., checks lights, brakes, emergency equipment, tires, securing of cargo, hazardous materials cargo, examines shipping orders, freight bills, log books, permits, lease marking & registration, drivers qualifications); schedules appointments & conducts mandatory motor coach inspections; maintains a record of inspections & reports regarding motor coach program; declares vehicles &/or drivers out of service based on commercial vehicle safety alliance criteria, until repairs are made; educates drivers on state & federal regulations; makes on-site recommendations for correcting violations & provides assistance where possible & maintains effective public relations with drivers & trucking company representatives; maintains an inventory of & issues commercial vehicle safety alliance inspection decals.

Assists law enforcement officers with investigations of commercial vehicle crashes; provides guidance to local law enforcement personnel regarding commercial vehicle enforcement; conducts administrative investigations & manages other personnel matters, investigates difficult complaints regarding violations of state & federal safety regulations, determines vehicle operating authority, operates patrol car to conduct routine patrols, researches data (e.g., reports, affidavits) & prepares periodic reports reflecting administrative investigation &/or inspection results & daily work activities by motor carrier enforcement unit.

Conducts presentations on commercial vehicle safety & assisting in instruction of classes for other law enforcement agencies; monitors Homeland Security focused Highway Watch Program; acts as a liaison to trucking industry to promote a more cooperative partnership for safety; conducts training through National Training Center to certify officers to perform Commercial Vehicle Safety Alliance inspections; answers public inquiries on issues related to Motor Carrier Safety Regulations; responds to questions & complaints from public regarding program; inspects oversized loads & permits to ensure compliance with safety regulations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; state & federal regulations & policies pertaining to motor carrier operations; motor carrier mechanics & maintenance; inspection & investigation techniques; public relations; procedures required for inspecting/investigating commercial vehicle crashes. Skill in operation of personal computer & motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books; journals & manuals; handle sensitive contacts with motor carrier operators, officials & general public; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports & maintain accurate records; use proper research methods to gather data; demonstrate physical fitness to perform job functions.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Ability to calculate fractions, decimals & percentages; 24 mos. exp. in supervisory principles & techniques; valid driver's license; additional training & education commensurate with program area to be assigned per approved position description on file.

-Or 24 mos. exp. as a Motor Carrier Enforcement Inspector, 23111.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Successful completion of all required in-service training programs; must achieve & maintain certification in commercial vehicle inspections, including vehicles hauling hazardous materials, cargo tank vehicles & motor coaches.

Must successfully obtain LEADS certification 6 months after employment. Must re-certify in LEADS every two years as mandated by Ohio Administrative Code 4501:2-10-03 (C) (4).

UNUSUAL WORKING CONDITIONS:

Requires travel; may be required to work overtime, work nights or weekends in all types of weather & rotating shifts; exposed to hazardous materials during inspections.