

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Commercial Vehicle Safety Specialist**

**Position Number: 22140, 22141, 22142, 22143, 22144, 22145, 22146, 22147**

**Location: Statewide**

**Department: Transportation**

**Division and Bureau: Motor Carrier Services Division/Operations Bureau**

**Section and Unit: MCSAP Section**

### **Job Overview:**

This position performs motor carrier and HM Shipper (Hazardous Material Shippers) compliance reviews and safety audits in accordance with state and federal law including, commercial vehicle inspections, equipment checks and verification of driver documentation through random selection, by direct observation, and testing. This includes review of commercial motor carrier payroll, worker's compensation, employee drug testing, and other employment records; and examination of driver and carrier records for accurate entries. This position researches, analyzes, evaluates, and reinforces laws, regulations and policies to identify and avoid potential violations by motor carriers, vehicles, and drivers. This position builds enforcement cases for MCS where indicated by carrier repeated non-compliance.

When assigned to a case, this position is solely responsible for all aspects of the commercial carrier's appraisal, including: required paperwork documenting the review, audit findings, and recommendations for corrective action including training or legal actions. This position must understand and track written and oral information, apply analytical methods, detect violations of state and federal laws and regulations from various written and computer file sources, and develop and organize concise detailed case reports.

## **Essential Functions (Major Duties or Responsibilities):**

**This job description identifies three progressing levels to obtain and maintain certification in order to perform the full range of MCSAP duties.**

### **Expectations of all MCSAP Safety Specialists:**

#### **Post-Crash Inspection –**

Standard inspection process conducted on a Commercial Motor Vehicle and operator to determine potential accident cause(s). This may be conducted on-site or in a wrecking yard and may be done at any time 24-hours a day. The majority of MCSAP staff is subject to call-out for these duties based on training level and availability.

#### **Level I Safety Specialist:**

Work at this level is on the job training and involves assisting Level II and Level III MCSAP Safety Specialists in conducting compliance reviews. The incumbent must attend and successfully complete certification training courses and successfully complete supervised compliance reviews. Certification and training must not exceed 24 months from the date of hire.

#### **Level II Safety Specialist:**

#### **Compliance Inspections – 70%**

- Collects, records, preserves, and files case records, written reports, documents, and oral statements after truck crashes, and during compliance reviews.
- Reviews information to determine if MCS has jurisdiction over findings of non-compliance. Plans courses of action to resolve any non-compliance.
- Reviews collected evidence with County Attorney, Federal U. S. Attorney, and/or federal investigators to determine possible courses of action in the case.
- Reviews company's in-house sources, supporting documentation, and public records using standard interview and investigation methods. Obtains and executes investigative subpoenas, for information gathering.
- Presents the MCSAP case in court by working with prosecution through conferences, written reports, and court testimony as an expert witness.
- Provides investigative expertise in related investigations to other federal, state, and local law enforcement personnel.
- Attends and testifies at administrative and other civil hearings and proceedings regarding violations and registration suspensions, denials and revocations.
- As directed, surveys carriers to determine interstate or intrastate operation status and compliance with applicable federal regulations and state laws.
- Identifies whether a carrier transports hazardous materials by reviewing bills of lading and interviews with carrier management.

- Enters data obtained from file analysis into a laptop computer for each file type reviewed using knowledge of regulations, safety audit and compliance review requirements and various computer software.
- Testifies in court as to findings and evidence if necessary to adjudicate the charge.

### **Safety Inspections – 15%**

- Inspects trucks and other commercial vehicles and drivers at weigh stations and other suitable sites by analyzing required various documents to ascertain compliance with safety standards. Including Federal Motor Carrier Safety Regulations, Financial Responsibility Regulations, Hazardous Materials Regulations, Hazardous Substance Violations, Hazardous Waste Violations and State statutes. Assists motor carriers in mitigating the circumstances and/or determines if a citation is warranted
- Inspects trucks in accordance with US Department of Transportation's (USDOT) National Uniform Vehicle Inspection (NUVI) out of service criteria by physically observing and examining critical vehicle equipment and loads for safety compliance to assure the safety of the public.
- Inspects truck driver's credentials, licenses, and other documents in accordance with federal driver requirements.
- Issues Commercial Vehicle Safety Alliance stickers to vehicles meeting NUVI inspection standards. Completes an inspection and issues the CVSA sticker to the carrier using knowledge of CVSA procedures and practices.
- Inspects vehicles and drivers to determine if safety infractions are severe enough to require repair or driver removal from service before continuing operation. Determinations are based on regulations, CVSA requirements, and enforcement procedures.
- Completes out-of-service report and issues out-of-service notice to the driver when required.
- Re-inspects vehicles after repairs have been made by identifying the defective areas on the previous inspection report and then inspecting for compliance with requirements.
- Analyzes driver logbooks using knowledge of falsification practices by analyzing numerous other vehicle and driver documents and statements, including fuel receipts, citations, size and weight permits, and shipping documents.
- Contacts shippers and other regulators such as the Public Service Commission and MCS Enforcement Bureau for information when questions arise.
- If questionable or not available, confirms vehicle registration, driver's license information, and driver Wants or Warrants information from the National Crime Information Center and Criminal Justice Information Network by phone or mobile radio.

### **Other duties – 15%**

- Assists law enforcement agencies by inspecting vehicles when requested.
- Consults with law enforcement agencies to identify commercial vehicle safety needs and formulates plans to resolve safety issues.
- Assists in the investigation of motor carrier accidents, including those involving hazardous materials.
- Inspects vehicles using knowledge of vehicle design, mechanical systems, equipment regulations, and driver qualifications for possible equipment or driver-related accident causes; Gathers and analyzes evidence as to safety-related conditions or causes which may have contributed to the accident.

- Testifies in court regarding evidence and inspection by relating findings, which may result in support of the motor carrier or against the motor carrier.

**Level III Safety Specialist performs all duties described above and the following:**

- Coordinates and conducts compliance reviews and safety audits following federal regulations, Montana statutes, case law and Administrative Rules of Montana. Reviews motor carrier records and documented actions to identify successes and shortfalls in requirements and provides mentorship, methodology, and timelines to gain compliance with federal and state requirements.
- Reviews carrier files for compliance with Federal Motor Carrier Safety Regulations (FMCSR) and Federal Hazardous Material Regulations (HMR) requirements through physical review and analysis of the information. Reviews driver records, vehicle maintenance records, driver hours of service, duty status records, proof of insurance and other required documentation.
- Determines independent undercover and surveillance investigation methodology to collect evidence following federal and state laws, approved investigation techniques, and acceptable evidence-gathering methods.
- Performs management compliance reviews and safety audits of motor carriers and HM Shippers at their terminals. Provides assistance to the carrier and ensures carrier understands the potential for future enforcement actions if compliance is not achieved within given time and performance parameters.
- Interacts with motor carrier and HM shipper management and executive staff to determine their understanding of the regulations by discussing findings following file review. Provides the carrier and shipper staff with suggestions and information, which may assist them in achieving compliance or improving their safety management system.
- Prepares computer spreadsheets, tables, records, and charts to identify, organize, and recreate business transactions to track and identify issues identified during an investigation.
- Prepares a final report for the carrier at the scene using the information entered into the computer; obtains carrier agreement and signature on the audit or compliance review report and leaves the carrier with a copy.
- Completes Safety Audit or Compliance Review by entering comments into the final report, which may be applicable to the carrier and their use to the Federal Motor Carrier Safety Administration. Submits reports to supervisor.
- Identifies state statutes and regulations have been violated and discretely determines whether an enforcement action is warranted.

**Training Responsibilities**

- Conducts training, informational meetings, and workshops for owners, operators, leasees, drivers, law enforcement officers, other agency personnel, members of the criminal justice system, and the public.
- Identifies target audience needs, prepares and presents training or workshops to meet those needs, following the Motor Vehicle Safety Inspection Program requirements, adult education and instructional techniques and delivering the training through various media avenues.

## **Supervision**

*If this incumbent supervises others, please list each employee supervised and the position number:*

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

## **Physical and Environmental Demands:**

### **PHYSICAL**

- Four-wheel drive pickup, van or passenger type vehicle
- Safely operate a motor vehicle under all weather and road conditions.
- High band radio
- Mechanics creeper
- Gauges for checking air brakes
- Feeler gauge
- Tire depth gauge
- Welder's marking chalk
- Tape measure and small ruler
- Camera (digital and regular)
- Assorted hand tools, tire irons, and other equipment
- Laptop computer with accessories and various multi-jurisdictional software programs

### **MENTAL**

- Skill in communicating both verbally and in writing
- Making effective oral presentations
- Establishing and maintaining effective working relationships with employees, other agencies, motor carriers, and the public
- Work under minimal supervision
- Develop effective work plans
- Manage situations involving potential hostility by others.

## **Knowledge, Skills and Abilities (Behaviors):**

### **KNOWLEDGE:**

- Thorough knowledge of Federal and state statutes, rules and regulations regarding the operation of commercially operated vehicles including hazardous materials
- Working knowledge of theories and practices of auditing, accounting or management safety review procedures
- Knowledge of carrier record keeping systems as they apply to Federal and state requirements regarding management safety records
- Personal computer systems and word processing software

- Principles of training
- Knowledge of investigation techniques and interviewing techniques.

**SKILLS:**

- Skill in operation of a motor vehicle
- Use of personal computers, business software applications, office equipment and various peripheral devices, such as scanner, digital, modems, etc
- Skilled in effective verbal and written communication, diffusing volatile situations
- Customer orientation/service
- Decision making
- Personal accountability and ownership
- Leadership
- Communication
- Ethics
- Negotiations
- Flexibility and adaptability
- Teamwork
- Creativity
- Problem-solving

**Minimum Qualifications (Education and Experience):**

*List the required education and experience required for the first day of work, including alternative methods of acquiring minimum qualifications*

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Public Administration, Business Administration, Business Management, Accounting, Law Enforcement, Transportation Safety, or a related field.

Certifications, licensure, or other credentials include: Certification at North American Standard Level 1 for Vehicle Inspections and Compliance Reviews must be completed during the first year of employment and is a mandatory requirement to complete probation.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications. Related work experience includes auditing, accounting, law enforcement, marketing, business and commercial vehicle safety.

**Special Requirements:**

*List any other special required information for this position*

Physical demands include working in all weather conditions, ability to crawl under, in, and around commercial trucks and perform inspections. This position travels extensively during training as well

as within an assigned work area and at times other areas after training is complete. Travel will often include overnight stays.

Fingerprint check

Valid driver's license

Background check

Other; Describe

MPEA Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Motor Vehicle Safety Inspector**  
**Pay Band: 5**

**Job Code Number: 536555**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

**Human Resources:**

Rena Lang

Workforce Planning Manager

11/14/2018

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**Signature**

**Title**

**Date**