

# 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, and 22147**

**Location: Statewide**    **Department: MDT**

**Program Area: Asset Strategy, Operations, and Maintenance**

**Division and Bureau: Motor Vehicle Services Division/MCSAP Section**

**Job Overview:** This position performs motor carrier 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.

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

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

**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 federal regulations and state laws.

Identify whether a carrier transports hazardous materials by reviewing bills of lading and interviews with carrier.

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 resolve 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 statute, and case law. Reviews motor carrier records and 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 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 carrier to determine their understanding of the regulations by discussing findings following file review. Provides the carrier with suggestions and information, which may assist them in obtaining compliance or improving their management system.

Prepares computer spreadsheets, tables, records, and charts to identify, organize, and recreate business transactions and track issues and personalities identified in 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 review report and leaves the carrier with a copy of the report.

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 D.O.T.. Submits reports to supervisor.

Identifies statutes involved and discretely determines whether a citation is warranted.

**Training Responsibilities:** Conducts training, informational meetings, and workshops for owners, 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.

**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.

*Guidelines, manuals or written procedures support this position are?*

MOM Manual, MDT MCS policies and procedures, CFR 49 Safety Regulations, MCREGIS, ASPEN; (ISS) Inspection Selection System, Query Central, assorted training videos and CD's including: Understanding Technology Applications, Intelligent Transportation Systems; Commercial Vehicle Information Systems and Networks, Commercial Vehicle Operations, FMCSA Civil Rights, Integrity Leadership, SafetyNet Database, Transport Safety Advisor, Montana Safety Bulletins, Federal Field Operations Manual, P.C. Miler, Hazardous Materials, CVSA North American Truck Inspection Cargo Tank, Bulk Packaging, Compliance Review and Manual Safety Audit Manuals

Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)?

### **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:

### **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; and 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

**Competencies:** Customer orientation/service, decision making, personal accountability and ownership, leadership, communication, ethics, negotiations, flexibility and adaptability, teamwork, creativity and problem-solving.

*Behaviors required to perform these duties?*

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.

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. Must work under minimal supervision; develop effective work plans; and manage situations involving potential hostility by others. Must safely operate a motor vehicle under all weather and road conditions.

This position will regularly use the following equipment and machinery:

Four-wheel drive pickup, van or passenger type vehicle  
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

### **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 directly related field or a related field.

This position does not require prior experience.

Certifications, licensure, or other credentials include: This position requires a valid Montana Driver's License; maintaining a valid driver's license and the ability to operate a motor vehicle are continued conditions of employment.

**Driver's Records Check:** Successful applicants will be required to sign a release form which authorizes the Department to obtain the applicant's permanent driving records. Compliance with Mont. Admin. R. 2.6.201, "State Vehicle Use," and MDT Policy # 3-0134, "Addendum to Risk Management and Tort Defense Division State Vehicle Use Policy" are conditions of employment

**Working conditions and physical demands:**

Physical demands include working in all weather conditions, ability to crawl under, in, and around commercial trucks and perform inspections. This position travels extensively within an assigned work area and at times other areas. Travel will often includes overnight stays.

*Alternative qualifications include:* Four years of progressively responsible professional-level experience in auditing, accounting, law enforcement, marketing, business and commercial vehicle safety may substitute for education on a year-for-year basis.

Other related or similar type of work experience may be considered. 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.

**Special Requirements:**

*List any other special required information for this position*

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**

**Level I, II**

**Job Code Title:** Compliance Specialist 2      **Job Code Number:** B14012

**Level III:**

**Job Code Title:** Compliance Specialist 3      **Job Code Number:** B14013

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

- |   |  |
|---|--|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt        |
| <input type="checkbox"/> Telework Available                 | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached     |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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