

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: Motor Carrier Enforcement Scale Officer

Position Number:

22002, 22003, 22006, 22008, 22009, 22011, 22012, 22020, 22025, 22027, 22028, 22036, 22039, 22043, 22044, 22046, 22049, 22050, 22053, 22054, 22055, 22056, 22058, 22059, 22060, 22064, 22065, 22074, 22075, 22079, 22083, 22088, 22089, 22091, 22092, 22093, 22095, 22096, 22097, 22099, 22102, 22103, 22104, 22106, 22107, 22109, 22110, 22111, 22112, 22114, 22117, 22118, 22122, 22153, 22154, 22155, 22156, 22157

Location: Various **Department:** Transportation **Division and Bureau:** Motor Carrier Services

Section and Unit: Enforcement

Job Overview:

The Motor Carrier Services (MCS) Enforcement Bureau consists of uniformed peace officers that protect Montana's highway system and ensures the safety of the travelling public. This position is assigned to a fixed weigh station to enforce international, federal, and state commercial motor carrier laws. Enforcement officers regulate and enforce law individually or with other officers, in densely populated and remote areas of the state. Officers have full autonomous decision-making authority on a wide range of regulation and enforcement issues, including height, width, and weight restrictions, vehicle licensing and motor fuel tax requirements, hazardous material transportation restrictions; and vehicle, operator, and load safety. This is completed following the principles and practices of professional law enforcement, combined with federal and state motor carrier laws, and policy and regulations specific to each of these individual areas in order to maintain Montana's eligibility for full highway construction funding.

Essential Functions (Major Duties or Responsibilities):

Enforcement Activities

Works assigned weigh station and observes commercial vehicle and other large truck traffic flow and enforces state and federal laws. Determines enforcement action to be taken which includes stopping vehicles based on probable cause, particularized suspicion, or other routine inspections. Identifies violations committed by drivers using knowledge of traffic codes state and federal motor vehicle statutes, livestock transportation statutes, vehicle size and weight statutes, special fuels statutes, and commercial vehicle or driver statutes. Advises driver of any violation and the enforcement action to be taken.

Takes enforcement action such as issuing verbal or written warnings, issuing citations and collecting an appearance bond, administering breath tests, serving warrants, placing drivers under arrest, and using appropriate use of force if necessary. Completes enforcement reports such as incident reports, criminal offense reports, use of force reports, CMV post-crash reports, daily activity reports, notices to appear, and inspection reports by completing the applicable forms and composing narrative descriptions.

Prepares for and provides testimony in criminal or civil court, at depositions and under subpoena by assembling and reviewing all reports, documents and evidence and serving as an expert witness using knowledge of the investigation of particular cases.

Safety Inspections

Conduct safety inspections of commercial motor vehicles by using specialized tools in accordance with the Commercial Vehicle Safety Alliance (CVSA) guidelines, checking for equipment defects, reviewing manifests, observing cargo securement, and regulating hazardous material regulations. Conduct safety inspections of drivers by interviewing the driver, checking driver qualifications, verifying driver license, and reviewing driver's record of duty status. Places the driver or vehicle out of service when necessary by notifying the driver of out-of-service violations and completing an inspection report.

Responds to and conducts CMV post-crash inspections using knowledge of highway safety laws, Division policy and vehicle crash procedures. Completes post-crash inspection reports which include summary of facts obtained during the course of the inspection, copies of witness statements and comments, summary of physical evidence and laboratory findings, photographs, test data and conclusions reached regarding investigation using knowledge of reporting statutes, Department policies and narrative writing skills.

Registration, Size & Weight

Check for proper county registration, IRP registration, IFTA credentialing, UCR payments, and reciprocity agreements between all states, provinces & Mexican jurisdictions. Check for proper size & weight compliance using measuring tools to determine width, length, height & axle measurements. Issue permits if statutory dimensions or weights are exceeded, collect monies owed to the State of Montana, and deposit & report monies collected.

Dyed Fuel Investigations

Inspect vehicles for compliance with dyed fuel regulations by conducting random checks of diesel powered vehicles at weigh stations & patrol. Conduct dyed fuel investigations from information gathered on probable cause. Use specialized equipment to collect fuel samples from vehicles suspected of using dyed fuel and properly collect, package, transport, and report evidence. Educate the public & CMV industry on the legal usage of dyed fuel.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is:

Physical and Environmental Demands:

This position requires the ability to work on a reoccurring basis on one's feet for extended periods of time; stoop, crouch, squat, stretch, reach, and lay on one's back for extended periods of time; rotate one's head and shoulders as necessary to perform CVSA Level One inspections and motor fuel tank inspections; and climb under and around commercial vehicles. This position requires the ability to work outdoors in all weather conditions, work on rough terrain or rocky surfaces and complete reoccurring physically demanding activities including snow shoveling and housekeeping.

Mental

As determined by a thorough the background investigation; be examined by a licensed physician appointed by the employing authority to determine the applicant is free from any mental or physical condition that might adversely affect performance of the duties of a peace officer.

Knowledge, Skills and Abilities (Behaviors):

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation;

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems

Technology — Knowledge of personal computers, telecommunications systems and specialty enforcement, service and reporting software applications

Mathematics — Knowledge of basic math

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and financial records, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming

Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively

Writing — Communicating effectively in writing as appropriate for the needs of the audience

Reading Comprehension — Understanding written sentences and paragraphs in work related documents

Operation and Control — Controlling operations of equipment or systems.

Coordination — Adjusting actions in relation to others' actions

Negotiation — Bringing others together and trying to reconcile differences

Time Management — Managing one's own time and the time of others

Persuasion — Persuading others to change their minds or behavior.

Service Orientation — Actively looking for ways to help people.

Minimum Qualifications (Education and Experience):

No prior experience required.

Applicants must comply with title 7-32-303 MCA which states that no peace officer in the State of Montana shall be appointed who does not meet the following peace officer qualifying standards:

- Be a citizen of the United States; be at least 18 years of age; pass a finger-print criminal records check; not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary; be of good moral character, as determined by a thorough background investigation; be examined by a licensed physician appointed by the employing authority to

determine the applicant is free from any mental or physical condition that might adversely affect performance of the duties of a peace officer

Other education, training, certification, or licensing required (specify):

Applicant must be eligible for, obtain, and retain a valid Canadian work visa and a U.S. passport (requirement for Coutts/Sweet Grass Port-of-Entry positions only)

Other information:

The following requirements must be fulfilled pre-employment:

- Pass the 4-part National Police Officer Selection Test
- Complete the Montana Physical Abilities Test (MPAT) administered by the Montana Law Enforcement Academy (MLEA) within a specified time
- Successful applicants must pass a pre-employment drug test administered by the Department prior to offer of employment

The following are conditions of post-employment:

- Graduate from the MLEA or equivalent
- Retain a basic certificate from the Montana Peace Officer Standards and Training (POST)
- Take a formal Oath of Office
- Successfully complete a structured Field Officer Training (FTO) program

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.

Immediate Supervisor Title **Date**

Administrative Review Title **Date**

My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Motor Vehicle Safety Inspector **Job Code Number: 536555**
Pay Band: 5

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 type="checkbox"/> Telework Not Available
<input type="checkbox"/> Classification Complete	<input type="checkbox"/> Organizational Chart attached

Human Resources:

Signature	Title	Date
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