

Missouri Department of Transportation

Code: R04042

Title: Transportation Enforcement Investigations Supervisor

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 12-01-2013

Replaces (Effective Date) 06-01-2010

General Summary The transportation enforcement investigations supervisor supervises and/or conducts economic and safety enforcement investigations, compliance reviews, educational briefings, safety audits, and motor carrier vehicle inspections, identifies violators within a region of the state and develops prosecution cases. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Criminal Justice, Law Enforcement, Safety, Business Administration, or related field
Commercial Vehicle Safety Alliance - North American Standard Inspection Certification, General Hazardous Materials, Cargo Tank/Bulk Package, Motor Coach, and Compliance Review courses
Three years of experience in motor carrier enforcement activities.
Successful completion of a range of motion examination and a medical-physical examination.

Supervisory Responsibilities Full Supervision

Location Central Office - Motor Carrier Services

Special Working Conditions/Job Characteristics Job requires regular travel within an assigned region and occasional, statewide, overnight travel.
Job requires heavy physical exertion and effort.
Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Supervises and conducts compliance reviews, educational briefings, and safety audits of interstate and intrastate motor carriers and vehicles for conformance with the Federal Motor Carrier Safety Regulations and Missouri State Statutes in the areas of safety and hazardous materials regulations.
- (2) Supervises and conducts economic enforcement inspections of interstate and intrastate motor carriers, the

bus and limousine industries, hazardous materials cargo trailers, and mobile home carriers; investigates complaints regarding unauthorized carrier operations.

- (3) Supervises and conducts safety inspections of commercial motor vehicles, hazardous materials compliance reviews, and physical inspections with carriers/shippers to ensure compliance with regulations.
- (4) Receives, reviews, and assigns complaints regarding motor carriers; coordinates assignments and equalizes work load of investigators; reviews and approves investigators' field reports, expense reports and other weekly and monthly reports.
- (5) Determines which violations identified by investigators should be resolved or investigated, confers with supervisor concerning violations that warrant legal procedures; testifies in administrative and legal proceedings.
- (6) Conducts joint inspections, compliance reviews, educational briefings, safety audits, and economic enforcement actions with representatives of other state and federal agencies.
- (7) Conducts training classes and seminars instructing investigators and motor carriers in the interpretation and application of state and federal rules/regulations regarding safety, compliance, hazardous materials and economic enforcement.
- (8) Prepares and monitors expense and equipment budget for the field office; conducts physical inventory of office equipment; prepares and submits activity inspection and investigative reports.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Plan.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.