

# Missouri Department of Transportation

Code: R04035

Title: Motor Carrier Investigations Administrator

Exemption Status: Exempt

Grade: 20

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 12-01-2008

**General Summary** The motor carrier investigations administrator supervises the planning, analysis, and project implementation activities necessary for commercial motor vehicle safety and hazardous materials programs. Responsibilities performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, Safety, Business Administration, Public Administration or related field  
Six years of administrative experience in motor carrier safety activities, including some experience in a supervisory role.

**Supervisory  
Responsibilities** Full Supervision

**Location** Central Office - Motor Carrier Services

**Special Working  
Conditions/Job  
Characteristics** Job requires frequent, statewide and out of state, overnight travel.

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## Examples of Work

- (1) Manages the negotiation and approval of activities and the preparation of federal contracts and agreements with the Federal Motor Carrier Safety Administration and the Motor Carrier Safety Assistance Program (MCSAP) coordinator for funds necessary to operate the motor carrier services safety and compliance section.
- (2) Monitors and approves grant related expenditures against the approved budget and for compliance with grant guidelines.
- (3) Supervises and coordinates motor carrier safety enforcement activities with other state and federal agencies.
- (4) Provides technical assistance and confers with motor carriers and motor carrier association officials on federal and state regulations that govern their industry.
- (5) Provides technical assistance and administrative support and advice to supervisors on legislative and regulatory issues relating to motor carrier safety.
- (6) Manages safety and hazardous materials training programs for motor carrier staff, which includes required re-training to maintain Commercial Vehicle Safety Alliance (CVSA) certification.

- (7) Manages and coordinates safety and hazardous materials compliance outreach training for the motor carrier industry in Missouri.
- (8) Develops, maintains, and tracks the Safety & Compliance's section of the Division's Strategic Business Plan.
- (9) Represents the division and department at meetings and conferences; confers with and responds to inquiries from local, state, and federal government agencies, state legislators, transportation industry representatives, news media, and general public regarding transportation policies and concerns; appears before legislative committees and oversees preparation of section budget requests.
- (10) Supervises Safety and Compliance administrative staff.
- (11) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Plan.
- (12) 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.**