



Classification: Motor Vehicle Inspector III

Title Code: V07813

Pay Range: 18

POSITION SUMMARY: This is a position where the employee audits assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. The Motor Vehicle Inspector (MVI) interacts with the public and station personnel on a daily basis regarding all facets of the Motor Vehicle Inspection program. Extensive in-state travel during working hours may be required. An employee in this position may be reassigned or transferred within a Troop at the discretion of the commanding authority. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Participates in a formal and on-the-job training program regarding motor vehicle inspection.

Inspects and evaluates inspection stations and mechanics on a regular basis to ensure stations are in compliance with all requirements and inspections are conducted in accordance with established regulations.

Appropriately reports criminal activity (e.g., completes violation report and/or notifies uniformed member personnel).

Answer inquiries regarding motor vehicle inspection from attorneys, prosecutors, judges, the public, station owners and personnel, etc.

Inspects/re-inspects vehicles to ensure they are in proper mechanical condition and comply with established laws and regulations; completes follow-up audits of inspector/mechanics who performed original inspection. The inspection of vehicles will include, but is not limited to, inspection of safety components under, inside, and outside the vehicle; climbing a ladder; driving the vehicle; operating the horn; measuring various vehicle components; jacking-up the vehicle; removing and reinstalling tires/wheels; inspecting air pollution devices; etc.

Inspects/re-inspects school buses to ensure they are in proper mechanical condition and comply with established laws and regulations; completes follow-up audits of inspector/mechanics who performed the original inspection of a school bus. The inspection of school buses will include, but is not limited to, inspection of components under, inside and outside the school bus; inspection of school bus specific components; climbing a ladder, providing measurements for various components on the school bus; hoisting the school bus, properly documenting school bus inspections, etc.

Performs investigations for used vehicle dealer and salvage dealer applications.

Investigates applicants for station permits to determine if premises, equipment, and personnel meet requirements and regulations.

Locates and verifies confidential vehicle identification numbers, motor numbers, transmission numbers, and other identifying factors of salvage, rebuilt, reconstructed, and specially constructed vehicles to assist in identifying stolen vehicles and/or components.

Follows established protocol for the preparation, editing and submission of reports (e.g., violation reports, written warnings, vehicle examination certificates, inspection forms, general correspondence, etc.).

Issues uniform complaint and summons for MVI violations.

Examines window tint on motor vehicles and issues window tint permits; advises individuals of the requisite corrective measures when noncompliance is determined.

Confers with motor vehicle inspectors and supervisors regarding trends, criminal activity, problems, etc.

Operates vehicles in the performance of job duties.

Performs undercover investigations of motor vehicle inspections and stations to determine criminal activity and/or violation of motor vehicle laws, rules, and regulations.

Testifies in court and at administrative hearings, as requested.

Interacts with the public in person, by telephone and by email regarding all facets of motor vehicle inspection.

Operates standard office equipment (e.g., telephone, copier, adding machine, etc.).

Follows established protocol in the maintenance of appropriate logs, files, and records.

Studies standard operating procedures, rules, regulations, policies, publications, etc., regarding motor vehicle inspection.

Performs job-related travel and other job-related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to participate in a formal and on-the-job training program.

Knowledge of the mechanics of vehicles and school buses necessary to conduct complete and proper inspections.

Knowledge of occupational hazards associated with vehicles and school buses, and the ability to implement safety protocol as established by the organization.

Knowledge of identification and investigative techniques.

Knowledge of departmental and statutory policies, procedures, rules, and regulations related to motor vehicle inspection.

Ability to follow established protocol regarding response to inquiries.

Ability to use tools and equipment (e.g., mechanic hand tools, flashlight, mirrors, lug wrench, impact gun, jack, gauges, window tint meter, tape measure, sand paper, cleaning compound and rags, camera, etc.).

Ability to position self and equipment under, in, around and over vehicles being inspected in a safe and proper manner.

Ability to interact with the public positively and professionally, station owners, and employees on a daily basis.

Ability to follow established detection methods for the accurate detection of forged documents and altered identification numbers.

Ability to work in varying climatic conditions.

Ability to work long hours while standing without taking a break.

Ability to perform job-related travel.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to follow established detection methods to identify defective components on vehicles and school buses; and the ability to follow established documentation protocol for the same.

Ability to transport and operate an air jack and hydraulic floor jack to conduct school bus inspections.

Ability to operate standard office equipment as detailed in the description of duties.

Ability to follow established protocol in the preparation, editing and submission of reports and the maintenance of logs, files, and records.

Ability to study and understand manuals, publications, state and federal statutes, administrative rules, etc.

Ability to follow established protocol for providing court testimony.

Ability to understand the vital role of an expert witness in legal proceedings.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess three years of experience as a Motor Vehicle Inspector, with at least two years served as a Motor Vehicle Inspector II.

Must have successfully completed the Basic Motor Vehicle Inspector's School as approved by the Superintendent of the Missouri State Highway Patrol.

Must have successfully completed the standardized field training program, including documented proficiency in all four core-duty objectives. *(This requirement is waived for individuals employed as a Motor Vehicle Inspector prior to the implementation of the standardized field training program.)*

NECESSARY SPECIAL REQUIREMENTS: Must be at least twenty-one years of age at the time of employment.

Must possess and maintain a valid driver license.

Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.