

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Motor Carrier Inspector Specialist**

**Class Code: 060234**

**Pay Grade: GH**

---

### **A. Purpose:**

Weighs and inspects private and commercial motor carrier vehicles, performs specialized inspections in the areas of hazardous materials, cargo tanks, and motor coach buses, sells highway use permits, collects fees, and issues citations for violations to ensure the protection of the motoring public, the safety of public highways, and enforcement of motor carrier laws and regulations.

### **B. Distinguishing Feature:**

Motor Carrier Inspectors are located at a fixed port-of-entry or are part of a mobile inspection crew and is delegated limited arrest authority.

Motor Carrier Inspector Specialists perform specialized inspections in the areas of hazardous materials, cargo tanks, and motor coach buses.

Port of Entry Managers supervises Motor Carrier Inspectors and Motor Carrier Inspector Specialists at a fixed port of entry and manages the day-to-day operation of the Port of Entry.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Enforces Motor Carrier laws, rules, and regulations to ensure private and commercial motor carriers are in compliance.
  - a. Performs General Hazardous Materials Inspections, Cargo Tank Inspections, and Motor coach Bus Inspections.
    - i. Attends training courses to become nationally certified.
    - ii. Completes continuing education requirements for re-certification.
  - b. Weighs tractor-trailer rigs and trucks on a state approved/operated scale.
    - i. Observes for legal weight compliance.
    - ii. Calculates and/or inputs scale weights into the computer.
  - c. Observes the general appearance of vehicles for possible safety violations.
  - d. Completes mandatory special duty assignments.
  - e. Inspects drivers' paperwork.
    - i. Looks for proper and valid permits.
    - ii. Reviews drivers' logbooks for completeness.
  - f. Performs inspections on drivers and vehicles that may pose a safety hazard.
    - i. Completes vehicle examination/inspection reports.
    - ii. Observes the driver for possible alcohol or drug use.
    - iii. Checks the driver's license on the computer for outstanding violations or warrants.
  - g. Takes necessary enforcement action in regard to violations.
    - i. Issues citations or warnings.
    - ii. Works with drivers to come into compliance with motor carrier laws, rules, and regulations.
  - h. Provides information on construction detours, changes in load restrictions, and weather or road conditions.

- i. May prepare case reports and testify in court.
2. Sells various permits to motor carriers to ensure they operate in compliance with state and federal laws, rules, and regulations.
  - a. Questions drivers to gain necessary information to complete the permit.
  - b. Collects or bills for the appropriate fees and issues permits to drivers or transceiver companies.
    - i. Processes credit card payments for permits.
    - ii. Faxes permits to transceiver companies.
  - c. Records highway use permit sales on the computer and in written reports.
3. Interprets Motor Carrier operations manual and promotes good public relations to ensure procedures are followed and the motoring public receives assistance as needed.
  - a. Answers questions on road and weather conditions.
  - b. Provides assistance to stranded motorists.
  - c. Provides training/instruction at driving schools or at the Port of Entry on rules, procedures, and regulations.
  - d. Provides in-depth training and instruction in specialized areas of Hazardous Materials, Cargo Tank, and Motorcoach rules and regulations.
  - e. Inputs road conditions into a system for public access through the telephone.
  - f. Answers questions from drivers or the public on laws and limits.
4. Maintains the port facility and assigned equipment to ensure safe and effective operation.
5. May act as an assistant manager or lead worker to ensure the continued and effective operation of the port in the manager's absence.
  - a. Notarizes citations issued by inspectors.
  - b. Maintains files of vehicle inspection reports.
  - c. Maintains supply inventory for the port of entry.
  - d. Enters daily activity reports into the computer.
  - e. Prepares weekly and 28 day reports.
  - f. Attends district meetings and in-service or special training.
  - g. Trains new inspectors and provides input in their performance evaluations.
  - h. Prepares work schedules.
  - i. Fills in for the manager in his/her absence.
6. Participates in public information seminars, farm/home shows, industry travel shows, or the state fair to give information on motor carrier laws.
7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Port of Entry Manager. Does not supervise but may assist in training new Motor Carrier Inspectors.

#### **E. Challenges and Problems:**

Challenged to perform specialized inspections, maintain appropriate certifications, complete

required training, stay abreast of frequently changing laws and how they apply to the various operators in the motor carrier industry, and ensure motor carrier rules and regulations are enforced fairly and consistently even when dealing with an irate driver. A Specialist must maintain composure in stressful situations, be ready to deal with unique situations, and be knowledgeable in many different areas of expertise.

Typical problems include determining whether a violation has occurred, calculating legal weights for different axle configurations, keeping abreast of changes in motor carrier laws and regulations, ensuring routes are accessible for over-dimensional loads due to clearance or construction restrictions, ensuring drivers' paperwork is accurate, dealing with drivers who do not understand permitting requirements or their own paperwork, writing permits and highway use receipts during road construction season requiring the selection of alternate routes, getting a driver to understand why enforcement action needs to be taken, and dealing with overweight trucks who claim to have been operating legally in an adjoining state.

#### **F. Decision-making Authority:**

Decisions made include whether to issue a citation, issue a warning, or place a vehicle or driver out of service; the best routes to take with special permits; permits a motor carrier needs; when a road report needs to be updated; if a driver is operating commercial or non-commercial; whether appropriate fees are calculated correctly and collected; and the interpretation of laws and regulations.

Decisions referred to a superior include when to close the scale due to weather conditions, unusual or difficult interpretations of laws or regulations, schedule changes, questions on commercial licensing, and problems with entering data into the computer system.

#### **G. Contact with Others:**

Daily contact with private and commercial motor carriers to give and receive information, weigh and inspect trucks and tractor-trailers, and issue permits and citations or warnings; the public to provide information on road conditions, construction detours, or tourist information; and with transceiver companies and Com-Check Services to get authorization to sell permits via a credit card; occasional contact with Highway Patrol Troopers or local Sheriffs offices to request assistance in dealing with irate or potentially dangerous or wanted drivers.

#### **H. Working Conditions:**

Typically Specialists need to go outside in all kinds of weather to physically inspect and measure trucks and tractor-trailer rigs. There is a potential for exposure to hazardous materials and in dealing with irate or hostile drivers who may be upset or under the influence of drugs or alcohol. To complete level one inspections the Motor Carrier Inspector Specialist must go under tractor-trailer rigs to examine the vehicle and trailer for potential safety violations. Must be able to lift and move scale equipment weighing 75 pounds or more.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- the transportation industry;
- general hazardous material inspections;
- cargo tank inspections;

- motor coach bus inspections;
- mechanical characteristics of commercial vehicles including load factors;
- commercial drivers' license requirements;
- vehicle safety inspection.

Ability to:

- deal tactfully and courteously with the public;
- compute fees using mathematical formulas and a calculator;
- maintain composure in stressful situations;
- take appropriate enforcement action;
- interpret rules and regulations and explain interpretations to drivers and transportation company officials;
- recognize and act upon violations;
- lift 75 pounds or more;
- climb up-onto, around, or under tractor-trailer rigs and cargo to inspect and measure vehicles;
- complete required reports;
- communicate through the use of a Mobile Police Radio;
- administer preliminary breathe tests;
- communicate information on state laws, policies, and procedures clearly and concisely.

#### **J. Licensure and Certification:**

Possession of or ability to obtain a valid driver's license and be certified as a Motor Carrier Inspector.

Must successfully complete North American Level I Standards Inspection Training within two years of employment.

Must successfully complete additional required training courses, and obtain and maintain national certification, in the areas of General Hazardous Materials Inspection, and Cargo Tank Inspection, or Motor coach Bus inspection.