

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Port of Entry Manager

Class Code: 060236

Pay Grade: GI

A. Purpose:

Manages a fixed port of entry by planning and organizing procedures to carry out the goals and mission of the motor carrier enforcement program at the port, maintaining accurate documentation and reports, and directing staff to ensure an effective enforcement effort is maintained at the port.

B. Distinguishing Feature:

Port of Entry Managers act as a lead worker over 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.

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

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

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. Provides day to day work direction to subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Participates in interviews and recommends the selection of new staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Participates in performance appraisals.
2. Manages and operates a port of entry to ensure an effective enforcement effort.
 - a. Accounts for and deposits money collected.
 - b. Prepares cash transmittals and sends them to district headquarters.
 - c. Reviews and notarizes citations issued by port inspectors, and delivers them to the county clerk of courts.
 - d. Oversees day to day operations and activities.
 - e. Maintains the port facility, equipment, and scale.
 - f. Orders and maintains inventory of supplies.
 - g. Acts as a liaison with district headquarters.
 - h. Maintains awareness of traffic flow, situations, or special conditions which may affect or alter the operation of the port.
 - i. Prepares or reviews and approves work schedules.
3. Maintains the record keeping systems for the port to ensure records are maintained and necessary information is provided to district headquarters.
 - a. Trains staff to record information onto the computer.

- b. Adapts record keeping procedures for the port.
 - c. Completes and/or reviews daily, weekly, and monthly activity and other reports.
 - d. Verifies accuracy of data recorded and reported by the port of entry.
4. Secures adequate and efficient enforcement effort from each inspector at the port to ensure consistency is maintained.
 5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Highway Patrol Sergeant. Acts as a lead worker for Motor Carrier Inspectors.

E. Challenges and Problems:

Challenged to ensure that all inspectors maintain an accurate and up to date knowledge of all the laws, rules, regulations, and policies of the motor carrier industry. This is difficult because the subject matter is constantly changing and you have to make sure all of the staff understand and enforce motor carrier laws the same.

Problems include explaining the reasons behind departmental changes, maintaining control between three different shifts for a facility seven days a week and twenty-four hours a day, observing and monitoring all staff on a regular basis, dealing with leave requests that may affect the operation of the port, maintaining effective work schedules, ensuring compliance with motor carrier laws and regulations, keeping the port operational, and staying current with constantly changing laws and enforcement programs.

F. Decision-making Authority:

Decisions made include shift assignments, facility and equipment repairs, staff training needs, relieving staff from duty who are unfit to perform their duties, final approval of work schedules, unusual permit questions and permit corrections, and how to deal with irate or abusive truck drivers.

Decisions referred to a superior include final decisions on disciplinary actions; major equipment breakdowns or malfunctions; division wide policy changes; difficult policy interpretation; final decisions on hiring and firing; and final approval of recommendations for improvements or changes in documentation forms, files, computers, and dealing with emergencies or complaints.

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; weekly contact with state attorneys and clerks of court regarding citations and possible court cases; with bank personnel when depositing receipts; monthly contact with other state agencies to discuss special surveys and enforcement activity; and occasional contact with Highway Patrol Troopers or local Sheriffs offices to request assistance in dealing with irate or potentially dangerous drivers.

H. Working Conditions:

Performs duties outside in all weather conditions to physically inspect and measure trucks and tractor-trailer rigs. There is a potential for exposure to hazardous materials and dealing with irate or hostile drivers who may be upset or under the influence of drugs or alcohol.

I. Knowledge, Skills and Abilities:

Knowledge of:

- motor carrier laws, rules, and regulations;
- career service rules and regulations;
- axle weight calculation formulas; proper arrest procedures; and vehicle safety inspection procedures;
- effective methods of supervision.

Ability to:

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

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.