



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### MTD TRANSPORTATION INSPECTOR SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
MTD Transportation Inspector Supervisor	W6051S	60	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose**

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Inspect commercial vehicles, drivers and cargo for safety and to ensure compliance with state/federal laws, statutes and regulations. Ensure compliance with road use taxes by weighing vehicles and issuing a variety of permits.

#### **Nature of Work**

The MTD Transportation Inspector Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and examines equipment and procedures to ensure that public transportation systems conform to federal or state safety regulations. Activities of the MTD Transportation Inspector contribute to ensuring safety in motor carrier operations through strong enforcement of safety regulations; targeting high-risk carriers and commercial motor vehicle drivers; improving safety information systems and commercial motor vehicle technologies; strengthening commercial motor vehicle equipment and operating standards; and increasing safety awareness. Duties include inspection and revenue collection to process commercial vehicles and their cargos through fixed and mobile ports of entry. Inspectors perform inspections verifying compliance with size-weight-load regulations, motor vehicle regulations, and minimum safety standards, including hazardous materials transportation and checking for impaired drivers or contraband; selling permits and issuing penalty assessments and citations; and collecting fees, taxes, and fines. MTD Transportation Inspectors work with Federal, and local enforcement agencies, the motor carrier industry, labor safety interest groups, and others.

#### **Distinguishing Characteristics**

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.

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- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Enforce commercial vehicle size and weight laws determined by the vehicles configuration; distribution of gross weight, tire size and axle space load specifications.
- Conduct skilled mechanical inspections of commercial vehicles using visual, auditory, and other physical checks, with the aid of various tools, gauges, meters and specialized equipment which includes the use of radiological instruments to ensure compliance with State and Federal laws, statues, and regulations.
- Inspect motor vehicles for the presence of hazardous materials; verify vehicle qualifications to transport hazardous materials such as explosives, flammables, radioactive, corrosives, poisons, gases, solids, or liquids.
- Inspect motor carrier operators physical and medical qualifications to safely operate a commercial motor vehicle; inspect carrier records with regard to permits, registration, driver's logs, licenses and medical certificates for compliance with State and Federal laws and regulations.
- Issue permits, assess and collect applicable fees and taxes from commercial vehicle operators.
- Inspect escort vehicles for proper equipment, vehicle and driver compliance with New Mexico and Federal highway rules, regulations, procedures, and laws.
- Provide assistance in conjunction with other law enforcement agencies during emergencies and department authorized operations.
- Provide detailed inspection reports to include violations of rules, laws and regulations as well as incidents and activity reports for management review in accordance with department procedures.
- Represent the Motor Transportation Division in federal and state court related activities.
- Maintain motor carrier safety and enforcement certifications by completing specialized training courses and completing the required amount of motor vehicle inspections per year.
- Review memorandums and other written material to remain updated on changing state and federal and department regulations and policies.
- Communicate the provisions of the motor vehicle code, regulations, policies and procedures to the public.
- Act as a liaison between the department, community, and motor carrier industry.
- Proactively interact with staff members and customers to directly influence and impact results of the program and agency mission.
- Detect and identify radionuclides being transported in vehicles using fixed radiological portal monitors (RPMs), radioisotope identifiers (RIIDs), radiological survey instruments and/or personal radiation detectors (PRDs).
- Investigates suspicious radiological alarms by collecting sample, background and check source gamma spectra and other supporting documentation, electronically transmits data to either the Department of Homeland Security (DHS), Domestic Nuclear Detection Office (DNDO), Joint Analysis Center (JAC) or Department of Energy (DOE) TRIAGE for technical reach back.
- Operate a Z-Backscatter X-ray inspection system designed to look for contraband.

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- May be assigned to participate on multi-jurisdictional Preventive Radiological Nuclear Detection (PRND) teams assigned to search for, locate and identify radionuclides at high profile special events.
- May be assigned to operate the mobile Infrared Inspection System (IRIS) designed to identify faulty brakes on commercial motor vehicles.
- May prepare financial reports and cash balancing.
- May inspect properties to ensure safety and determine repairs or maintenance as needed to ensure compliance with safety regulations.
- May provide training and assistance to less experienced staff.
- May monitor and review the work of lower level staff.
- May schedule work shifts, review and resolve complaints.
- May establish yearly employee developmental performance and appraisals.

### **Recommended Full Performance Education and Experience\*\*\***

Associates degree in a related field and satisfactory completion of the North American Standards certification training program and four (4) years of experience conducting technical commercial motor vehicle inspections, credential checks, weight enforcement and permit issuance at a Port of Entry, to include six (6) months experience interpreting state statues and Oversize/Overweight NMAC Regulations and PRC regulations, and reconciliation of daily revenue collections relating to commercial motor vehicle permits , two (2) years of which must be supervisory.

### **Minimum Qualifications**

High school diploma and one (1) year general work experience.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### **Knowledge**

**Leadership** - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

**Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Transportation** - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

**Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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**English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

### Skills

**Leadership** - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Operation Monitoring** - Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Quality Control Analysis** - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension: Understanding written sentences and paragraphs in work related documents.

**Monitoring** - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.

**Speaking** - Talking to others to convey information effectively.

**Operation and Control** - Controlling operations of equipment or systems.

**Troubleshooting** - Determining causes of operating errors and deciding what to do about it.

**Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Statutory Requirements:** Must successfully complete North American Standards certification to include Commercial Motor Vehicle Parts and Systems training and obtain Commercial Vehicle Safety Alliance (CVSA) Level 1 inspector certification within one (1) year of hire. Must also be able to successfully complete and maintain Hazardous Materials (non-bulk), Bulk Packaging (cargo tanks) and Motor Coach CVSA inspector certifications. May be required to obtain and maintain CVSA Level 6 Radiological inspector certification, depending on the assigned Port of Entry.

**Conditions of Employment:** Working conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the

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time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt.

**Bargaining Unit:** Not covered

**Established:** 04/27/2012      **Revised:**

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

*\*\*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*