



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

TRANSPORTATION INSPECTORS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Transportation Inspectors-B	W6051B	45	
Transportation Inspectors-O	W6051O	50	
Transportation Inspectors-A	W6051A	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.*

Occupation Description

Inspect equipment or goods in connection with the safe transport of cargo or people. Include rail transport inspectors, such as freight inspectors, car inspectors, rail inspectors, and other non-precision inspectors of other types of transportation vehicles.

Nature of Work

Transportation inspectors examine equipment and procedures to ensure that planes, public transportation systems, or railroads conform to federal or state safety regulations. Activities of the 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. Transportation inspectors work with Federal, and local enforcement agencies, the motor carrier industry, labor safety interest groups, and others.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist coworkers and perform standardized duties to support operations that provide safety inspection and compliance duties designed to ensure safe operation of commercial motor vehicles (including buses, tractor-trailer combinations, and vehicles carrying hazardous waste).

TRANSPORTATION INSPECTORS

Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) to two (2) years experience driving, and / or maintaining, and / or performing routine inspections on automotive and heavy equipment, to include tractor trailers, gas or diesel engines with air brakes and hydraulic systems.

Minimum Qualifications

High School diploma or GED and six (6) months experience driving, and/or maintaining, and/or performing routine inspections on automotive and/or heavy equipment, to include tractor trailers, gas or diesel engines with air brakes and hydraulic systems.

Operational

- Employees in this Role perform motor carrier regulatory safety inspection and compliance duties to ensure safe operation of commercial motor vehicles; ensure that all statutes, federal, state minimum standards are followed; prepare transportation budgets; develop or revise rules and regulations; plan training programs; audit annual reports, policies, handbooks and forms; investigate accidents to determine causes; prepare reports; establish liaison with state law enforcement agencies; measure and weigh vehicles, examine driver to detect impairment; examine and validate manifests, registrations, certificates, licenses, and other documentation; issue permits for commercial or oversized vehicles; assess and collect **applicable fees.**

Recommended Education and Experience for Full Performance*

Associates Degree in Automotive Technology and four (4) to five (5) years experience driving, and/or maintaining, and/or performing routine inspections on automotive and heavy equipment, to include tractor trailers, gas and/or diesel engines with air brakes and hydraulic systems.

Minimum Qualifications

Associates Degree in Automotive Technology and one (1) year experience driving, and/or maintaining, and/or performing routine inspections on automotive and/or heavy equipment, to include tractor trailers, gas and/or diesel engines with air brakes and hydraulic systems. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling three (3) years may substitute for the required education and experience.

Advanced

- Employees in this Role coordinate, and provide administrative direction regarding transportation inspection for commercial motor vehicles; employees work with the most complex, large scope, or hazardous situations; provide comprehensive investigation, training, and accident prevention programs; conduct extensive research and report writing, and have extensive public contact.
- Employees implement ideas to improve inspection operations.

Recommended Education and Experience for Full Performance

Associates Degree in Automotive Technology and five (5) to seven (7) years experience driving, and/or maintaining, and/or performing routine inspections on automotive and heavy equipment, to include tractor trailers, gas and/or diesel engines with air brakes and hydraulic systems.

TRANSPORTATION INSPECTORS

Minimum Qualifications

Associates Degree in Automotive Technology and two (2) years experience driving, and/or maintaining, and/or performing routine inspections on automotive and/or heavy equipment, to include tractor trailers, gas and/or diesel engines with air brakes and hydraulic systems. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and 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

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.

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

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.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

TRANSPORTATION INSPECTORS

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

Operation and Control — Controlling operations of equipment or systems.

Speaking — Talking to others to convey information effectively.

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: Valid NM Drivers License, New Mexico Class B CDL within 6 months of hire. A New Mexico Class A CDL may be required at time of hire for the Operational and Advanced Roles. A Post-Offer Physical and Pre-Employment Drug Test are required for safety sensitive classifications.

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

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

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

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.