



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### TRANSPORTATION INSPECTOR SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Transportation Inspector Supervisor	W6052S	65	

*\*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. Inspects 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 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 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**

*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.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- 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) years of 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, two (2) year of which must be supervisory.

### **Minimum Qualifications**

High School diploma or GED 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.

### **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.

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**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

**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.

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

**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

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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:** Exempt.

**Bargaining Unit:** Not covered

**Established:** 07/27/2012      **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.*