

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MOTOR CARRIER OFFICER

JOB DESCRIPTION

Employees in this job inspect commercial and pupil transportation vehicles to ensure compliance with state and federal laws and Motor Carrier Division orders, rules and regulations; and enforce all laws pertaining to the operation of commercial vehicles.

There are three classifications in this job.

Position Code Title – Motor Carrier Officer-RE

Motor Carrier Officer (Recruit) 9

This is the recruit-level Motor Carrier Officer, assigned to the State Police Training Academy Motor Carrier School. The recruit, in a classroom setting, receives training in the laws, rules, procedures and practices of the Motor Carrier Division. Upon successful completion of the mandatory, twelve-week, Motor Carrier School, the employee may be reclassified to the Motor Carrier Officer 9.

Position Code Title – Motor Carrier Officer-E

Motor Carrier Officer 9

This is the trainee-level Motor Carrier Officer, performing a variety of inspection and enforcement activities while learning the laws, orders, rules and regulations and developing the inspection techniques needed to perform Motor Carrier Officer work.

Motor Carrier Officer E10

This is the experienced-level Motor Carrier Officer, performing a full range of inspection and enforcement activities. Work is typically performed either at a weigh station or on road patrol. Alternatively, the officer may be assigned to a specialized unit in the headquarters office or at a field location. Guidelines in the form of laws, orders, rules and regulations are available; however, the officer uses considerable independent judgement to interpret and apply these guidelines to specific situations.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification excluding the Motor Carrier Officer (Recruit) 9 level. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Inspects commercial vehicles for proper tax licenses, permits, registrations, authorities, vehicle safety equipment and requirements, driver licenses, medical certificates, duty state requirements and other driver qualifications.

Inspects for mechanical safety, public, non-public and private pupil transportation vehicles to insure compliance with established state and federal laws, rules and regulations.

Weighs trucks to determine weight and issues violation notices on overweight, improperly loaded or over-dimension vehicles when working at a scalehouse or with portable scales when assigned to road patrol.

Participates in in-service training programs.

Examines freight bills, bills of lading, manifests, leases, and other required documents to determine illegal moves of commodities of regulated carriers.

Conducts on-site inspections of motor carrier industry company's documents to enforce the laws pertaining to the operation of commercial vehicles.

Inspects commercial vehicles carrying hazardous material to enforce procedures for proper hauling.

Enforces state laws relative to weight, dimensions, registration, and safety of commercial vehicles; also enforces state laws relating to the economic regulations of the motor carrier industry.

Operates a patrol car and stops commercial vehicles to enforce the regulations of the motor carrier industry, as well as pertinent state laws in the Michigan Motor Vehicle Code.

Keeps scalehouses and other assigned state property in proper working condition.

Maintains records and prepares reports relative to the work.

May make arrests for felonies or misdemeanors when committed in the officer's presence when the officer is on duty.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level and considerable knowledge is required at the experienced level. These KSAs do not apply to the Motor Carrier Officer (Recruit) 9 level.

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Ability to understand and apply complex written laws, rules and regulations relative to the work.

Ability to observe critically, obtain accurate data and prepare reports.

Ability to follow verbal and written instructions.

Ability to obtain information through visual observation and interviews.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Motor Carrier Officer E10

Considerable knowledge of state and federal laws related to motor carrier operations and the trucking industry.

Considerable knowledge of motor carrier rules and regulations established by the Motor Carrier Division.

Considerable knowledge of the approved operating procedures and methods of the Motor Carrier Inspection and Regulation Program within the Motor Carrier Division.

Considerable knowledge of the business practices and various legal forms of ownership common to the trucking industry.

Considerable knowledge of the enforcement authority of this position.

Considerable knowledge of inspection techniques and procedures.

Some knowledge of investigative techniques and methods.

Ability to use and maintain assigned firearms.

Working Conditions

Employees are located in the Motor Carrier Division of the Department of State Police.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work any day of the week or any shift.

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Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of State Police.

Ability to place and remove 50-pound portable scales into and from the trunk of an automobile and to carry and relocate them as required.

Education

Motor Carrier Officer (Recruit) 9

Education level typically acquired through completion of high school.

Motor Carrier Officer 9 and E10

Education level typically acquired through completion of high school and successful completion of the State Police Training Academy Motor Carrier School.

Experience

Motor Carrier Officer (Recruit) 9 and Motor Carrier Officer 9

No specific type or amount is required.

Motor Carrier Officer E10

One year of experience equivalent to a Motor Carrier Officer 9.

Special Requirements, Licenses, and Certifications

Employees are required to satisfactorily complete the mandatory 18-month probationary period while serving first as a Motor Carrier Officer (Recruit) 9 and then as a Motor Carrier Officer 9.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Must be at least 21 years of age.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for law enforcement work.

Must be a United States citizen.

Must be a resident of the State of Michigan before graduation from the Academy.

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Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
MCOFFICER

Job Code Description
Motor Carrier Officer

Position Title

Position Code

Pay Schedule

Motor Carrier Officer-RE
Motor Carrier Officer-E

MCOFCREC
MCOFFCRE

A02-030
A02-009

ECP Group 1
Revised 6/1/06
TeamLeaders