

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MOTOR CARRIER SERGEANT

JOB DESCRIPTION

Employees in this job function as supervisors of Motor Carrier Officers and/or Motor Carrier Investigators, responsible for enforcing federal laws; Motor Carrier Division orders, rules and regulations; the general laws of the state pertaining to the operation of commercial vehicles; and conducting investigations of criminal and non-criminal activity related to the review of corporate records or hazardous materials hauling. Employees are located in the Motor Carrier Division of the Department of State Police and may be exposed to hazardous materials or situations. The work requires knowledge of state and federal laws related to motor carrier operations and the trucking industry, commercial transport of materials, corporate recordkeeping processes, hazardous materials, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title - Motor Carrier Sergeant-2

Motor Carrier Sergeant 13

The employee functions as a first-line supervisor and has the working title of sergeant, with responsibility for directing the work of Motor Carrier Officers and/or Motor Carrier Investigators.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Develops, implements, and enforces Motor Carrier Division policies and procedures.

Assumes responsibility for the supervision and training of officers and/or investigators enforcing motor carrier laws, rules, and regulations.

Reviews citations and complaints written by Motor Carrier Officers and/or Motor Carrier Investigators and aids them in preparing for court cases.

Keeps staff informed of policies and procedure changes, court decisions, Motor Carrier Division decisions, and Public Service Commission orders affecting enforcement activities.

Assists Motor Carrier Officers and/or Motor Carrier Investigators in unusual or difficult enforcement or investigative activities.

Enforces state criminal laws relating to commercial vehicles along with other violations, which affect public safety.

Enforces state laws relating to the economic regulation of the motor carrier industry.

May develop policies for review and implementation with the Motor Carrier Division.

May prepare legislative analysis of pending legislation affecting the Motor Carrier Division or department.

May prepare legislation for review and introduction into law.

Meets with officials of corporations and other governmental agency representatives regarding enforcement/investigative activities.

Educates and trains corporate officials, law enforcement officers, and government agency representatives on proper record keeping processes, requirements of transporting hazardous materials, and other motor carrier acts, laws, and regulations.

Provides testimony in court and administrative hearings.

Assumes and ensures responsibility for the maintenance of equipment such as buildings, patrol cars, radio communications, and computers.

Selects, administers, and documents progressive and corrective disciplinary measures.

Speaks before service clubs and other community groups as required.

Operates a patrol car and stops commercial vehicles to enforce the general laws of the State of Michigan as they pertain to commercial vehicles and drunk driving laws as they pertain to all vehicles.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of state and federal rules and regulations related to motor carrier operations and the trucking industry.

Thorough knowledge of federal rules and regulations pertaining to the component checks required for a Safety Review or Compliance Review.

Thorough knowledge of business practices, transportation related documents, and various legal forms common to the trucking industry.

Thorough knowledge of interviewing techniques necessary to conduct investigations of motor carrier industries.

Thorough knowledge of inspection and investigative techniques and procedures.

Thorough knowledge of obtaining and documenting information through visual observation and interviews.

Thorough knowledge of the operating procedures within the Michigan Public Service Commission.

Thorough knowledge of the enforcement authority of this position.

Thorough knowledge of hazardous materials, federal rules and regulations pertaining to required safety equipment and operating procedures as they apply to the transportation of hazardous materials, and methods to employ under emergency conditions.

Thorough knowledge of the general criminal laws of the State of Michigan.

Thorough knowledge of management, supervisory, and training methods and techniques.

Thorough knowledge of employee relations, policies, and procedures.
Thorough knowledge of equal employment opportunity policies, practices, and procedures.
Knowledge of the Fire Prevention Act.
Ability to instruct, supervise, and evaluate employees.
Ability to interpret and apply complex laws, rules, and regulations.
Ability to analyze and apprise facts and precedents in investigative activities.
Ability to observe critically and ascertain information regarding illegal motor carrier activities.
Ability to conduct investigations through the systematic search for evidence.
Ability to follow verbal and written instructions.
Ability to communicate effectively.
Ability to maintain accurate records and to prepare written reports and correspondence.
Ability to appear and testify as a witness in court and at administrative hearings.
Ability to use and maintain assigned firearms.
Ability to operate a motor vehicle.
Ability to maintain favorable relations with courts, public officials, and others.

Working Conditions

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 work in a hostile environment.
Some jobs require an employee to be exposed to inclement weather conditions.
An employee may be assigned to work any day of the week or on any shift.

Physical Requirements

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.
The job duties require an employee to be absent of any physical limitation which would impair effective performance.
The job duties require an employee to work under stressful conditions.

Education

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

Experience

Motor Carrier Sergeant 13

Three years of experience equivalent to a Motor Carrier Officer E10 or two years equivalent to a Motor Carrier Investigator 11.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

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

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.

Possession of a Michigan driver's license.

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

MCSGT

Job Code Description

MOTOR CARRIER SERGEANT

Position Title

Motor Carrier Sergeant-2

Position Code

MCSGT2

Pay Schedule

NERE-056

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07/30/2017