



**Classification:** Motor Vehicle Inspector I

**Title Code:** V07811

**Pay Range:** 16

**POSITION SUMMARY:** This is an entry-level position where the employee audits assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. The Motor Vehicle Inspector (MVI) interacts with the public and station personnel on a daily basis regarding all facets of the Motor Vehicle Inspection program. Extensive in-state travel during normal working hours may be required. An employee in this position participates in a formal and on-the-job training program and operates under close supervision. An employee in this position may be reassigned or transferred within a Troop at the discretion of the commanding authority.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Participates in a formal and on-the-job training program regarding motor vehicle inspection.

Learns to inspect and evaluate inspection stations and mechanics on a regular basis to ensure stations are in compliance with all requirements and inspections are conducted in accordance with established regulations.

Learns to appropriately report criminal activity (e.g., completes violation reports and/or notifies uniformed member personnel).

Learns to answer inquiries regarding motor vehicle inspection from attorneys, prosecutors, judges, the public, station owners and personnel, etc.

Learns to inspect/re-inspect vehicles to ensure they are in proper mechanical condition and comply with established laws and regulations; completes follow-up audits of inspector/mechanics who performed the original inspection. The inspection of vehicles will include, but is not limited to, inspection of safety components under, inside, and outside the vehicle; climbing a ladder; driving the vehicle; operating the horn; measuring various vehicle components; jacking-up the vehicle; removing and reinstalling tires/wheels; inspecting air pollution devices; etc.

Learns to inspect/re-inspect school buses to ensure they are in proper mechanical condition and comply with established laws and regulations; completes follow-up audits of inspector/mechanics who performed the original inspection of a school bus. The inspection of school buses will include, but is not limited to, inspection of components under, inside, and outside the school bus; inspection of school bus specific components; climbing a ladder; providing measurements for various components on the school bus; hoisting the school bus, properly documenting school bus inspections, etc.

Learns to perform investigations for used vehicle dealer and salvage dealer applications.

Learns to investigate applicants for station permits to determine if premises, equipment, and personnel meet requirements and regulations.

Learns to locate and verify confidential vehicle identification numbers, motor numbers, transmission numbers, and other identifying factors of salvage, rebuilt, reconstructed, and specially constructed vehicles to assist in identifying stolen vehicles and/or components.

Learns to follow established protocol for the preparation, editing and submission of reports (e.g., violation reports, written warnings, vehicle examination certificates, inspection forms, general correspondence, etc.).

Learns to issue uniform complaint and summons for MVI violations.

Learns to examine window tint on motor vehicles and issues window tint permits; advises individuals of the requisite corrective measures when noncompliance is determined.

Confers with motor vehicle inspectors and supervisors regarding trends, criminal activity, problems, etc.

Operates vehicles in the performance of job duties.

Learns to testify in court and at administrative hearings, as requested.

Learns to interact with the public in person, by telephone and by email regarding all facets of motor vehicle inspection.

Operates standard office equipment (e.g., telephone, copier, adding machine, etc.).

Learns established protocol for the maintenance of appropriate logs, files, and records.

Studies standard operating procedures, rules, regulations, policies, publications, etc., regarding motor vehicle inspection.

Performs job-related travel and other job-related tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to participate in a formal and on-the-job training program.

Ability to learn the mechanics of vehicles and school buses necessary to conduct complete and proper inspections.

Ability to learn of occupational hazards associated with vehicles and school buses, and implementation of safety protocol as established by the organization.

Ability to learn identification and investigative techniques.

Ability to learn departmental and statutory policies, procedures, rules and regulations related to motor vehicle inspection.

Ability to learn established protocol regarding response to inquiries.

Ability to use tools and equipment (e.g., mechanic hand tools, flashlight, mirrors, lug wrench, impact gun, jack, gauges, window tint meter, tape measure, sand paper, cleaning compound and rags, camera, etc.).

Ability to position self and equipment under, in, around and over vehicles being inspected in a safe and proper manner.

Ability to positively and professionally interact with the public, station owners, and employees on a daily basis.

Ability to learn established detection methods for the accurate detection of forged documents and altered identification numbers.

Ability to work in varying climatic conditions.

Ability to work long hours while standing without taking a break.

Ability to perform job-related travel.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to learn established detection methods to identify defects components on vehicles and school buses; and the ability to learn established documentation protocol for the same.

Ability to transport and operate an air jack and hydraulic floor jack in the performance of school bus inspections.

Ability to operate standard office equipment as detailed in the description of duties.

Ability to learn established protocol in the preparation, editing and submission of reports and the maintenance of logs, files, and records.

Ability to study and understand manuals, publications, state and federal statutes, administrative rules, etc.

Ability to learn the established protocol for providing court testimony.

Ability to understand the vital role of an expert witness in legal proceedings.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent.

**NECESSARY SPECIAL REQUIREMENTS:** Must be at least twenty-one years of age at the time of employment.

Must possess and maintain a valid driver license.

Must successfully complete the standardized motor vehicle inspector field training program.

Must successfully complete the Basic Motor Vehicle Inspector's School as approved by the Superintendent of the Missouri State Highway Patrol.

Shall not have been convicted or have any indictment or information pending for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.