



Classification: Motor Vehicle Inspector Senior Chief (Emissions Coordinator)

Title Code: V07814

Pay Range:

POSITION SUMMARY: The Senior Chief Inspector/Emissions Coordinator is responsible for coordinating activities of overt and covert auditing of emission inspection stations, complaint investigations, and servicing of public emissions inspection stations and the Motor Vehicle Inspectors in the Troop C area. The employee in this position also serves as liaison between the contracted emissions vendor, Worldwide Environmental Products (WEP) the Missouri Department of Natural Resources, the Missouri Department of Revenue, the licensed public Emissions Inspection Stations, and the Missouri State Highway Patrol's Motor Vehicle Inspection Division. The employee may also perform a variety of administrative responsibilities, such as preparing reports, maintaining good public relations and liaison duties with other agencies. Duties may also include traveling throughout the state to observe and monitor operations. The employee has considerable latitude in exercising independent judgment.

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.)

Coordinates the performance of emission inspection station set-ups and regular performance audits conducted by MVI Inspectors in Safety/Emissions Inspection stations.

Ensures proper communication regarding the covert activities of both the Patrol and Department of Natural Resources, as well as coordinate covert audit activity on Emission Inspection stations.

Review Emissions Inspection station audit data and coordinate appropriate responses to identified discrepancies or possible violations.

Coordinates meetings with Department of Natural Resources employees and Systech International personnel regarding ongoing GVIP Emissions program.

Conducts training sessions for MVI Inspectors for ongoing program software changes in the Gateway Vehicle Inspection Emissions Program (GVIP).

Provides training for licensed inspector/mechanics desiring to participate in the emission inspection program.

Creates and reviews Patrol and Division directives and policies regarding the emissions inspection program.

Keeps staff and field personnel informed concerning laws, rules and regulations relating to emissions inspections.

Assists the division director in investigating, researching and answering the inquiries or complaints of citizens relating to motor vehicle inspection activities.

Attends Department of Natural Resources Clean Air Program meetings in Jefferson City.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of Missouri Statutes, Administrative Rules, and Division Special Orders regarding the Motor Vehicle Inspection Program and GVIP Emissions Inspection Program.

Extensive knowledge of the Missouri State Highway Patrol's policies, procedures, rules and regulations and all laws concerning motor vehicle inspections.

Extensive knowledge of the basic principles of vehicle/automotive technology.

Extensive knowledge of the methods, practices, procedures, equipment and materials used in the inspection of motor vehicles.

Knowledge of the principles and techniques of supervision.

Ability to conduct motor vehicle safety and emissions inspections/re-inspections in accordance with prescribed regulations.

Ability to maintain complex records and files.

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

Ability to work independently.

Ability to organize and plan work effectively.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to exercise diplomacy and patience in dealing with individuals.

Ability to exercise judgment and discretion.

Ability to review reports for completeness, clarity, accuracy and legibility.

Ability to gather, organize, analyze and evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weaknesses.

Ability to complete advanced management and technical training courses as specified by the Director of the Motor Vehicle Inspection Division.

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 relations 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.)

Possess at least seven years of experience as a Motor Vehicle Inspector, two of which must have been at the level of Supervisor or higher.

If the successful candidate holds the position of Supervisor, he/she must successfully complete a one year period as Chief in the Motor Vehicle Inspection Division at GHQ before being promoted to Senior Chief MVI Inspector.

If the successful candidate has held the position of Chief MVI Inspector for one year or more, he/she will be promoted to the position of Senior Chief MVI Inspector.

NECESSARY SPECIAL REQUIREMENTS: Must possess and maintain a valid driver's license.

Must have successfully completed a job related examination as specified by the Director of the Motor Vehicle Inspection Division.

Successfully complete the department's supervision/management course within one year of appointment as Chief Motor Vehicle Inspector.

Inspector/Mechanics license in both safety and emissions.

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.