Missouri Department of Transportation Job Description

Job Title: Motor Carrier Compliance Supervisor

Title Code: R03238

Salary Grade: 8

Exemption Status: Non- Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Motor Carrier Services

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The motor carrier compliance supervisor supervises the processing and authorization of registration, and the issuance of motor carrier licenses and special permits. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Two years of college or Associate's Degree: Communication, Management or related field, **AND** four years of experience in motor carrier licensing, registration, and permit operations, **OR**
- Six years of experience in motor carrier licensing, registration, and permit operations.

Special Working Conditions/Job Characteristics

- Job requires statewide, overnight travel.

Examples of Work

1. Oversees the processing of applications for motor carrier/commercial motor vehicle registration/licensure/special permits requests.

2. Responds to complex and/or problem inquiries and prepares correspondence pertaining to licenses/registrations/special permits requirements, statutes, application procedures and fees to obtain clarification or missing information, and ensures that licenses/authorizations/special permits are issued in a timely, accurate manner; provides assistance in daily work when necessary.

3. Interprets and explains state statutes, department rules, policies, and compliance requirements for obtaining and maintaining registrations/licenses/special permits to applicants, motor carriers,

transportation industry representatives, officials from other jurisdictions, legal and enforcement personnel, staff and the general public.

4. Reviews non-commercial building special permits issued by district offices for uniform compliance with special permit regulations as needed.

5. Makes recommendations and assists in the revising of motor carrier licenses, authorizations, special permit policies, program plans, and regulations as required.

6. Provides recommendations for section procedures, workflow to improve efficiency and productivity, reports problems and issues, reviews progress of assigned tasks; prepares and submits weekly activity reports.

7. Participates and provides input and recommends solutions in issues concerning internal and external customers; coordinates updates/changes involving motor carrier issues with other applicable local/state/federal agencies.

8. Testifies at hearings on motor carrier safety and compliance related issues.

9. Performs supervisory responsibilities.

10. Performs other responsibilities as required or assigned.