

# Missouri Department of Transportation Job Description

**Job Title:** Motor Carrier Investigations Specialist

**Title Code:** R04045

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Motor Carrier Services

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The motor carrier investigations specialist researches, develops, and administers motor carrier programs and policies; interprets related statutes and regulations and serves in an advisory/training capacity to unit supervisors, employees, and motor carriers. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Criminal Justice, Law Enforcement, Safety, Business Administration, or related field, **AND** three years of experience in motor carrier services activities, **OR**
- Seven years of experience in motor carrier services activities.
- North American Standard Inspection Certification, General Hazardous Materials, Cargo Tank/Bulk Package, Motor Coach, Skill Performance Evaluation, and Compliance Review courses

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide and out-of-state, overnight travel.

## **Examples of Work**

1. Plans, monitors, and evaluates motor carrier medical waiver programs.
2. Reviews applicable federal and state statutes and regulations to ensure program compliance and procedures are kept current; provides field staff with technical advice and assists on legislative and regulatory proposals; monitors and disseminates regulatory changes to field staff; reviews program transactions for documentation and compliance with established policies and procedures.

3. Reviews all enforcement cases prior to sending the notice of violations to carriers to ensure accuracy and compliance with legal requirements, penalty guideline requirements, and statute of limitations; negotiates with motor carrier company officials in resolving cases and gaining compliance by obtaining a payment of penalty; develops and implements initiatives to encourage carriers to operate safely by solving safety problems and establishing processes to monitor compliance.
4. Cooperates with federal and state agencies and organizations in the development and implementation of regulatory standards.
5. Provides support in developing grant or contract proposals and project applications for funding.
6. Develops and maintains a system of program evaluation and quality assurance through reports and data analysis.
7. Advises inspection personnel conducting skill performance evaluations of certain medically unqualified drivers, who are otherwise qualified, in order to provide the opportunity to obtain a waiver to drive in accordance with federal and state regulations.
8. Conducts inspections of commercial motor vehicles to keep current on procedures and retain certification.
9. Provides support and training to district staff and motor carriers regarding the safe transportation of hazardous materials.
10. Conducts compliance reviews/safety interventions to keep current on procedures and retain certification.
11. Prepares periodic reports and utilizes computer skills of database and spreadsheet analysis in the preparation of those reports.
12. Provides support and training to district staff regarding procedures and quality of compliance reviews/safety interventions and safety audits.
13. Performs other duties and responsibilities as required or assigned.