

Washington General Service (WGS) Position Description

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For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](#) and [WGS Sample Position Description](#).

WSP HUMAN RESOURCE DIVISION

Position Information

Action: Update Date: 08/22/2016 Proposed Class Title:	HR Approved Class Title:	Effective Date:
Current Class Title: Commercial Vehicle Enforcement Officer (CVEO) 1	HR Approved Overtime Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Seasonal/Cyclic: Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Position Number/Object Abbreviation:	Salary Range: 42SP
Position Included in a Bargaining Unit: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes , indicate union: 03 PTE	Assignment Pay: Dual Language <input type="checkbox"/> Other <input type="checkbox"/>	
Incumbent's Name (If filled position): VACANT	Address Where Position Is Located:	
Agency/Division/Unit:	Supervisor's Name and Title:	
Supervisor's Position Number:	Supervisor's Phone:	

Position Objective

Briefly explain the purpose of the position and how it supports the organization's mission (**attach an organizational chart**).

Agency Mission Statement: The Washington State Patrol makes a difference every day enhancing the safety and security of our state by providing the best in public services.

Commercial Vehicle Enforcement Bureau Mission:

- Promoting safe travel of commercial vehicles on our state highways
- Enhancing safe transportation of school children
- Protecting the state's infrastructure

An armed CVEO 1 with authority limited to commercial vehicle and the drivers. This includes physical inspection of the commercial vehicle and load for conformity to size, weight, and load restrictions; safety and mechanical requirements as determined by state and federal laws, rules, and requirements. Also responsible for inspection of driver for conformity to licensing, log book, and permit requirements as determined by state and federal laws, rules, and requirements.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the **action** performed; to **whom or what**; using what **tools, equipment, methods, and/or processes**; and the **final product or outcome**.

For more guidance, see [Essential Functions Guide](#) and [Examples of Work Statements](#).



% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.
75%	<p>The essential functions:</p> <ol style="list-style-type: none"> 1. <u>Engage in activities and or events that will ensure proficiency according to industry standards and computer technology.</u> 2. <u>Accurately perform basic math and report writing; accurately accomplish tasks in a multi-task environment.</u> 3. <u>Successfully carry out department objectives independently with minimal supervision.</u> 4. <u>Work alternating / rotating shifts to ensure the objectives and/or tasks of the department are accomplished.</u> 5. <u>Manage dynamic workloads with shifting priorities to ensure department objectives and tasks are successfully accomplished.</u> 6. <u>Communicate effectively to ensure the objectives and/or tasks of the department are successfully accomplished.</u> 7. <u>Engage in activities and/or events that will ensure Commercial Vehicle Safety Alliance (CVSA), Compliance Review and New Entrant Certifications.</u> 8. <u>Successfully utilize time management techniques to accomplish department objectives and tasks.</u> 9. <u>Be able to testify accurately and credibly in court</u> 10. <u>Attendance</u> <p>Duty: Primary duties include inspections of commercial motor vehicle (CMV) drivers, loads, and vehicles at a Port of Entry or other stationary location. Enforcement of state and federal laws and regulations pertaining to weight, size, load, equipment safety, transportation of hazardous materials, licensing/permit requirements, and private carrier buses, traveling on public highways. Inspects driver's documents, operator's license, vehicle licenses and permits as required by state and federal regulations.</p> <p>Tasks include: <u>Inspects equipment on commercial vehicles through comprehensive critical item safety inspections to assure compliance with laws governing required and proper condition of equipment. Takes proper enforcement action in compliance with the laws, regulations and administrative codes.</u></p>
15%	<p>Duty: Commercial Vehicle Safety Alliance inspections of CMV.</p> <p>Tasks include: <u>Position is also responsible for preparing and submitting daily, monthly, annual and special reports as needed regarding all activities. Position is responsible for submitting case reports and testifying in court proceedings in support of enforcement activities.</u></p>
5%	<p>Duty: <u>Attend in-service training and other training provided by the department. Performs safety related functions including but not limited to, examination of issued inspection equipment for defects, review of regulations concerning the use of issued safety equipment, examination of workplace for possible safety hazards and timely notification of supervisor should a injury occur on the job.</u></p> <p>Tasks include: <u>Review all documents. Use of Access computer to verify operator and vehicle licenses. Issue infractions or citations when required. Qualify annually with firearms by attending regional,</u></p>



decentralized, and firearms training three times a year. Review regulation manual for current updates and fill out proper forms for safety hazards and job related injuries.

5% **Duty:** Other duties as required and assigned.

Lead Work/Supervisory Responsibilities

Lead Position: Yes No
 Supervisory Position: Yes No
 If **yes**, list each direct report below.

Assigns Work Instructs Work Checks Others' Work
 Plans work Evaluates Performance *Takes Corrective Action
 *Hires *Terminates
 (*Has the authority to effectively recommend these actions.)

Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

Working Relationships

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms](#).

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see: [COOP and Critical Positions](#).

Is this position critical based on agency COOP? Yes No

If **yes**, describe how the position supports the agency COOP Critical Functions:

- 1 Traffic law enforcement
- 2 Collision investigation
- 3 Roadside assistance
- 4 Criminal interdiction and terrorism prevention
- 5 Protect critical infrastructure
- 6 Disaster evacuation and traffic control

Working Conditions

Work Setting, including hazards: Shifts include working independently in all weather conditions. Duties include physical capability to inspect the entire commercial vehicle and load, including under,



	in, and on top of vehicles. Position requires the ability to lift and carry 50 lb loads. This position may be expected to respond when called out for emergency situations.
Schedule (i.e., hours and days):	Rotating shifts (24 hour operation). The incumbent may be expected to adjust the work schedule due to operational needs.
Travel Requirements:	Some travel is required and is typically local, or regional to meet with industry personnel, conduct business, attend or provide training.
Tools and Equipment:	Operate two-way radio, computer, ACCESS software, motor vehicles, stationary scales, Weigh-in-Motion and Automatic Vehicle Identification systems, ASPEN inspection software, phone, battery tester, photocopy machine, fax machine, and uniform and weapon, and small hand tools. Operate radiological monitoring devices on radioactive loads as required by state law.
Customer Interactions:	Daily frequent contact with school district personnel, trucking industry, including some contacts with those who may be angry, distraught, or frustrated.
Other:	Ability to apply appropriate enforcement uniformly to include penalties and recommendations to supervisor.

Qualifications

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

Required Qualifications:

High School Diploma or GED.

A valid non-probationary, non-restricted Washington State driver's license is required.

Must be physically able to crawl under or climb around/over commercial vehicles in order to inspect for compliance with state safety, proper condition, weight, height, length, width, and other configuration laws.

Must be physically capable to lift and deploy portable scales (up to 50 lbs) to weigh commercial vehicles.

Subject to work in an environment that has potential for exposure to hazardous and/or radioactive material.

Subject to work in potentially volatile situations with commercial vehicle drivers, work independently - including nights, weekends and holidays in all types of weather conditions and settings, including private residences, offices, truck shops, etc., while keeping supervisor informed at all times.

Be willing/able to accept responsibility and account for his/her actions.

Ability to perform work accurately and thoroughly.

Be organized and capable of following a systematic method of performing a task.

Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.

Be dependable and trustworthy.

Be accountable for one's conduct.

This position may be expected to respond when called out for emergency situations.

Job Safety Competencies:

- Minimize accidents within workspace: Carefully organize the personal workspace to minimize the likelihood of an accident or other unsafe incidents.
- Adhere to safety policies: Carefully observe and report potential hazards or breaches of security plans while in the workplace or in the field. Follow all relevant policies and procedures.



- Safety training: Attend safety training on a regular basis if working in an inherently hazardous environment.

Preferred/Desired Qualifications:

Desired experience includes: one (1) year experience in one of the following:

Communications Officer, Vehicle Identification Number Inspector; or a law enforcement officer.

Knowledge of the CMV industry.

Ability to meet productivity standards, deadlines, and work schedules.

Be comfortable making decisions independently.

Ability to work independently with minimal supervision.

Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.

Ability to communicate effectively with others using the spoken word.

Ability to demonstrate conduct conforming to a set of values and accepted standards.

Willingness to be truthful and be seen as credible in the workplace.

PHYSICAL DEMANDS

N: Never (not at all)

F: Frequent (34%-66% of the time)

O: Occasional (1-33% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

Frequency

Comments

Sitting	F	Driving, performing administrative tasks (can alternate position as needed)
Standing	F	During weighing operations, performing inspections, contacting drivers
Walking	F	Performing inspections, contacting drivers, to maneuver throughout worksite
Driving	O	A WSP enforcement vehicle equipped with emergency lights, police radios, and mobile data systems.
Lifting: 35-50 lb.	F	Inspection tools including chalk blocks and portable scales
Carrying: 35-50 lb.	F	Inspection tools including chalk blocks and portable scales
Push/Pull 0-25lb.	F	Required to push and pull various mechanical components of vehicles being inspected to insure proper placement,



		mechanical condition, and placement/operation.	
Climbing Stairs/Ladders	O	During inspections to check vehicle loads	
Working at Heights/Balancing	O	During inspections to check vehicle loads	
Bending at Waist	F	To inspect vehicle components	
Twisting at Waist	F	To inspect vehicle components	
Crouching/Kneeling	F	To inspect vehicle components	
Crawling	O	To inspect under vehicle	
Reaching	C	To receive or give items to drivers; access supplies or equipment; during inspections; while on creeper	
Repetitive Motion	F	While operating computer systems and computerized scale systems	
Handling/Grasping	C	33 %Pinch Grasp	66 % Whole Hand Grasp
Comments for line above		To carry/hold items (paperwork, flashlight, etc.), check vehicle components during inspection	
Fine Finger Manipulation	F	Writing, computer keyboarding	
Talking	C	To communicate with drivers, members of the public to provide information, explain violations, respond to telephone calls or radio traffic	
Hearing	C	Telephone, radio, PA or CB systems, listen for signs of equipment violations (air leaks, warning devices), alarm systems	
Seeing	C	To observe violations, read permits and other documents, read computer monitors, driving	
Temperature Extreme	F	60 % Indoors	40 % Outdoors
Comments for line above		Situation and location dependent	
Vibration	O	To inspect vehicle components	
Other			



Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Must successfully complete and maintain Commercial Vehicle Safety Alliance Certification.

Must successfully pass the polygraph, background, psychological exam, psychological interview with the department psychologist, and a medical examination.

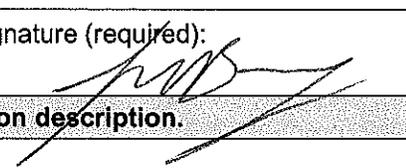
Must successfully pass the CVEO Basic Course at the Academy.

In-Training Plan, If Applicable

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
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Date: 8-23-16	Appointing Authority's Name and Title: <i>Ass. ST.</i> JASON BERRY, Chief	Signature (required): 
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As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only						
Approved Class Title:	Class Code:	Salary Range:			Effective Date:	
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):			EEO Category:	
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>			Workers Comp. Code:	
County Code:	Business Area:	Personnel Area (FEIN):				
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:	
Date:	Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature:	

