STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Motor Carrier Enforcement Scale Officer
Position Number:
22002, 22003, 22006, 22008, 22009, 22011, 22012, 22020, 22025, 22027, 22028, 22036, 22039, 22043, 22044, 22046, 22049, 22050, 22053, 22054, 22055, 22056, 22058, 22059, 22060, 22064, 22065, 22074, 22075, 22079, 22083, 22088, 22089, 22091, 22092, 22093, 22095, 22096, 22097, 22099, 22102, 22103, 22104, 22106, 22107, 22109, 22110, 22111, 22112, 22114, 22117, 22118, 22122, 22153, 22154, 22155, 22156, 22157

Location: Various Department: Transportation

Division and Bureau: Motor Carrier Services Section and Unit: Enforcement

Job Overview:
This position regulates the international, interstate, and intrastate commercial and agricultural motor carrier industry and enforces international, federal, and state commercial motor carrier laws at both fixed and mobile locations throughout Montana. MCS Enforcement Officers regulate and enforce law individually or with other officers, in densely populated and remote areas of the state. Officers have full autonomous decision-making authority on a wide range of regulation and enforcement issues, including height, width, and weight restrictions, vehicle licensing and motor fuel tax requirements, hazardous material transportation restrictions; and vehicle, operator, and load safety. This is completed following the principles and practices of professional law enforcement, combined with federal and state motor carrier laws, and policy and regulations specific to each of these individual areas in order to maintain Montana's eligibility for full highway construction funding.

Essential Functions (Major Duties or Responsibilities):

Inspection, Safety & Enforcement Activities 70%
Works assigned areas and observes commercial vehicle and other large truck traffic flow and conditions on highways and roads within assigned area and enforces state and federal laws using knowledge of police observation techniques; law enforcement procedures, methods and techniques; traffic safety laws; livestock transportation laws and other commercial transportation

laws. Inspects vehicles using knowledge of State and Federal laws and Department policies and procedures.

- Identifies highway and roadway conditions, debris, or missing or damaged traffic controls and either reports the problem to the appropriate authority or rectifies the situation
- Identifies highway users who need assistance and provides assistance such as performing minor repairs, providing directions
- Identifies violations committed by drivers using knowledge of traffic codes including state and federal motor vehicle statutes, livestock transportation statutes, vehicle size and weight statutes, special fuels statutes, commercial vehicle and driver statutes, Public Service Commission statutes, coniferous tree transportation statutes
- Determines enforcement action to be taken which includes stopping vehicles based on probable cause and particularized suspicion & other routine inspections; requesting information from stopped driver; listening to driver and determining if immediate action must be taken; and advising driver of violation and enforcement action to be taken
- Takes enforcement action such as issuing verbal warning and explaining the violation; issuing a written warning; issuing a citation and either releasing the driver or requiring the driver to post an appearance bond; administering breath tests and physically taking the driver into custody by placing them under arrest, handcuffing and searching them, and using appropriate force if driver resists, attempts to escape or induces harm on the officer using physical weaponless defensive tactics and skill in the use of sprays and handcuffs
- Makes arrests when warrant from the court has been issued or upon the request of a peace officer and notifies Communications Center that warrant has been served
- Completes enforcement reports such as incident reports, criminal offense reports, use of force reports, CMV post-crash reports, daily activity reports, notices to appear, courtesy warning cards and commercial vehicle inspection reports by completing the applicable forms and composing narrative descriptions
- Inspects commercial vehicles by testing and observing for equipment defects, reviewing manifests, observing cargo and Hazmat placards, interviewing driver, checking driver qualifications including medical card and endorsements, and reviewing driver's record of duty status and receipts
- Issues Commercial Vehicle Safety Alliance stickers if no defects are found or takes enforcement action such as issuing a warning or citation, taking the driver into custody, placing the driver or vehicle out of service by notifying the driver of out-of-service violation and completing an inspection report, and confiscating size and weight permits if violation has occurred
- Makes notifications of hazardous abandoned vehicle for other highway users or violations of parking or abandoned vehicle restrictions
- Check for proper registration both state, county, IRP truck registration, IFTA credentialing, UCR payments & reciprocity agreements between all states, provinces & Mexican jurisdictions
- Collect monies owed to the State of Montana
- Deposit & report monies collected
- Check for proper size & weight compliance
- Issue permits upon request from the public & industry

- Educate the industry on legal weight using legal axle, bridge formula & the application of safety regulations
- Uses certified platform scales & readouts to determine vehicle weights using knowledge of State statute and the National Institute of Standards for Weighing Devices
- Uses certified Haenni portable scales in conjunction with digital slope levels to determine vehicle weights using knowledge of State statute and the National Institute of Standards for Weighing Devices
- Uses measuring tools to determine width, length, height & axle measurements
- Creates sketches of vehicle configurations used to determine legal vehicle sizes & weights
- Conduct safety inspections of Commercial Motor Vehicles using specialized tools in accordance with the Commercial Vehicle Safety Alliance guidelines
- Uses advanced screening software to identify noncompliant carriers, including infra-red brake, tire & bearing readers; various database searches; & weigh in motion information
- Provides several summary reports for information gathering, statistics & trends
- Analyzes data provided from CVSIN applications including PrePass AVI, 360 Smart View, Drivewyze and the state Truck Activity Reporting System (STARS)

Dyed Fuel Investigations 15%
Proactively inspects for the unlawful usage of dyed fuel in diesel powered vehicles.

- Random checks of diesel powered vehicles at weigh stations & patrol
- Conduct dyed fuel investigations from information gathered on probable cause
- Uses specialized equipment to collect fuel samples from vehicles suspected of using dyed fuel & properly collect, package, transport & report evidence
- Conduct temporary dyed fuel roadside check stations
- Inspects private fuel suppliers for dyed fuel pump marking requirements & observes locations for violators
- Advises contractors of fuel requirements during pre-construction conferences
- Educate the public & CMV industry on the legal usage of dyed fuel

Commercial Motor Vehicle (CMV) Crash 5%
Responds to and conducts CMV Post crash inspections using knowledge of highway safety laws, Division policy and vehicle crash procedures.

- Provides emergency first aid care including performing triage to establish treatment priorities, cardiopulmonary resuscitation (CPR), bleeding control techniques, and shock treatment using knowledge of first aid protocol and skill in the use of first aid equipment
- Inspects and tests CMV vehicles by testing lights, brakes, steering or suspension systems**,** complex air brake & electronic brake systems
- Completes post-crash inspection reports which include summary of facts obtained during the course of the inspection, copies of witness statements and comments, summary of physical evidence and laboratory findings, photographs, test data and conclusions reached regarding investigation using knowledge of reporting statutes, Department policies and narrative writing skills

Law Enforcement Assistance 5%
Provides assistance to other law enforcement agencies performing a wide variety of duties

- Providing additional reporting, checks & assistance with aquatic species vehicle identification
- Work special concentrated enforcement activities (CEA's) consisting including law enforcement agencies abroad (local, state, federal, international & out of state)
- Provide assistance with any law enforcement activity as assigned or requested

Miscellaneous Duties 5%

- Prepares for and provides testimony in criminal and civil court cases as expert witness, at depositions and under subpoena by assembling and reviewing all reports, documents and evidence and serving as an expert witness using knowledge of the investigation of particular cases
- Makes presentations pertaining to law enforcement using knowledge of the law enforcement mission, policies and procedures and the ability to communicate effectively
- Familiarized with initial training requirements for firearms and defensive tactics
- Performs a variety of miscellaneous duties using knowledge of division policies and procedures, report formats, equipment maintenance procedures, division standards, firearm components, court procedures, drivers' license statutes and policies, and inspection and security procedures

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is:

Physical and Environmental Demands May be exposed to various life-threatening situations.

- Long periods of time spent in patrol or emergency vehicles.
- Works various shifts at various times of the day or night, including 24-hour on-call status.
- Works outdoors in all weather conditions, including extreme cold, heat, rain, snow, etc.
- Regularly works at crime and accident scenes, including high-traffic areas or interstates with vehicles passing at high speeds.

Knowledge, Skills and Abilities:
Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
Education and Training — Knowledge of principles and methodology of law enforcement. Training as required to become a peace officer and comply with federal and state operating,

reporting and financial requirements. Training in self-defense, arrest procedures, DUI testing, and chain-of-evidence requirements. **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders
Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems
Transportation — Knowledge of principles and methods of the commercial motor carrier industry.
Technology — Knowledge of personal computers, telecommunications systems and specialty enforcement, service and reporting software applications.
Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and financial records, and other office procedures and terminology.
Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one
Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
Speaking — Talking to others to convey information effectively
Writing — Communicating effectively in writing as appropriate for the needs of the audience
Reading Comprehension — Understanding written sentences and paragraphs in work related documents
Operation and Control — Controlling operations of equipment or systems.
Coordination — Adjusting actions in relation to others' actions
Negotiation — Bringing others together and trying to reconcile differences
Time Management — Managing one's own time and the time of others
Persuasion — Persuading others to change their minds or behavior.
Service Orientation — Actively looking for ways to help people.

Minimum Qualifications (Education and Experience):

This position requires a high school diploma or equivalent; no prior experience required.

Applicants must comply with title 7-32-303 MCA which state that no peace officer in the State of Montana shall be appointed who does not meet and or agree to the following peace officer employment, education and certification standards

- Be a citizen of the United States, at least 18 years of age; pass a finger-print criminal records check with no conviction of a crime for which the person could have been imprisoned in a federal or state penitentiary; be of good moral character, as determined by a thorough background investigation; be examined by a licensed physician appointed by the employing authority to determine the applicant is free from any mental or physical condition that might adversely affect performance of the duties of a peace officer

Must successfully complete an oral examination to demonstrate possession of communication skills, temperament, motivation, and other characteristics necessary to accomplish the duties and functions of a peace officer

- Possess or be eligible for, and constantly retain a valid Montana driver's license

- Must take and continually comply with a formal oath of office

Other information including working conditions such as shifts, lifting requirements, travel or hours:

Travel around the state, with overnight stays may be necessary, especially during training
If required to attend the Montana Law Enforcement Academy, must reside at MLEA for the 12 week basic class
The following are conditions of employment, in order to successfully pass probationary status all hires must:

- Successfully complete a structured Field Officer Training (FTO) program within twelve months of hire
- Graduate from, or be a graduate of, the Montana Law Enforcement Academy (MLEA) or equivalent
- Successfully complete Commercial Vehicle Safety Alliance (CVSA) Parts A and B, Hazardous material, and Bulk Package (tanker) and other bulk package inspection courses
- Have and retain a basic POST certificate from the Montana Peace Officer Standards and Training (POST) counsel
- Be eligible for, obtain, and retain a valid Canadian Work Visa and passport (requirement for Coutts/Sweet Grass Port-of-Entry positions only)

Career Ladder Information:

A formal 2-step MCS Officer Career Ladder covers this position.

MCS Scale Officer I Requirements:

- MCS Scale Officers are initially hired as an MCS Scale Officer I in accordance with the job profile requirements. Employees must complete the probationary period as defined in the Supplemental to Master Contract for Department of Transportation Motor Carrier Services Division.

MCS Scale Officer II Requirements:

- Acceptable level of the MCS job knowledge and skills including but not limited to enforcement of applicable Montana Code Annotated statutes, MCS Administrative Rules, Commercial Motor Vehicle safety regulations and effective interpersonal communication.
- In accordance with 7-32-303(5)(a) MCA, complete the MLEA POST Basic Course or equivalent. The MCS Officer must maintain the MLEA POST Basic Law Enforcement certificate.
- Complete a minimum of three months of on-the-job training.
- Maintain all firearm training and certification requirements.
- Pass five advanced level commercial vehicle inspection courses for drivers, vehicles, hazardous materials transportation, cargo tanks and other bulk packaging. The supervisor or designated authority will notify the MCS Officer of successful completion.
- Maintain officer performance standards.
- Maintain CVSA certification and maintenance of certification criteria. Failure to maintain any certification may result in reverting to MCS Scale Officer I.

MCS Scale Corporal Requirements:

- Complete three continuous years as an MCS Officer. This requirement may be waived at the discretion of MCS Management, upon review of work history, performance, and current needs of the Department.
- Complete and maintain all MCS Scale Officer II requirements.
- Pass a comprehensive general knowledge test with a score of 80% or higher.
- MCS Scale Corporals must participate in special assignments. These assignments may include but are not limited to: field training assignments, concentrated enforcement activities, post-crash inspections, or outreach activities. Failure to meet these requirements may result in reverting to MCS Scale Officer II.

An MCS Scale Officer II who is not meeting the time-in-service requirements may submit a written request through their supervisor outlining their training, experience and performance to request the time-in-service requirement be waived in accordance with the advancement policy. If the time-in-service request is approved the MCS Scale Officer II will be allowed to take the comprehensive general knowledge test.

Special Requirements:

List any other special required information for this position

☒	Fingerprint check	☒	Valid driver's license
☒	Background check	☐	Other; Describe
MPEA	Union Code		Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	**Title**	**Date**

Administrative Review	**Title**	**Date**

My signature below indicates that I have read this job description.

Employee	**Title**	**Date**

Human Resources Review

Job Code Title: CMV Enforcement Officer 1 Job Code Number: V65011 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt ☒ FLSA Non-Exempt

☐ Telework Available ☒ Telework Not Available

☒ Classification Complete ☐ Organizational Chart attached

Human Resources:

Signature **Title** **Date**