



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CVE INSPECTOR III

Job Number: 21003535

Job Code: 24730V230916

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 03/16/2022

Job Revised: 09/16/2023

Grade: 12	Salary (MIN - MID):	Special Entrance Rate:
	\$17,263-\$25,895 - Hourly	NONE
	\$2,805.24-\$4,207.94 - 37.5 Hr. Monthly Salary	NONE
	\$2,992.26-\$4,488.48 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs driver, vehicle, and hazardous materials inspections for compliance with motor carrier laws and regulations under the Federal Motor Carrier Safety Assistance Program and issues citations when appropriate; and conducts New Entrant Safety Audits or performs functional supervision over Kentucky State Police (KSP) Recruit Apprentices according to the KSP Apprenticeship program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have three years of experience as a commercial motor vehicle inspector under the North American Standard.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must be 21 years of age. Must successfully pass an extensive background investigation prior to employment. Must be certified under the North American Standard and the Federal Motor Carrier Safety Administration. Must also be certified under the Commercial Vehicle Safety Alliance requirements to conduct New Entrant Safety Audits. Must maintain any required licensure(s), certification(s), or other

credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintained required licensure(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Contacts carriers and schedules audits assigned to them. Corresponds with carrier and collects documents needed to perform New-Entrant Safety Audits. Completes and submits forms in a timely manner as required by Federal Motor Carrier Safety Act for the NE Safety Audit process. Corresponds with carriers as needed to complete corrective actions by carrier. Maintains certification(s) to perform North American Standard safety inspections & New Entrant Safety Audits. Conducts safety inspections at facilities as/when required. Performs inspections of driver/vehicle records for compliance with licensing, permits, vehicle/driver operation laws and regulations. Physically inspects vehicles for safety defects. Checks cargo manifest to determine if hazardous materials are being carried, and if so, inspects for compliance with hazardous materials transportation regulations. Issues citations as needed. Places vehicles and/or drivers "out-of- service" for critical violations of federal and state motor carrier regulations. Completes various forms and reports required by Department of Kentucky State Police in accordance with operations manual. Maintains uniform and equipment in accordance with department policy. Communicates problems and inquiries through the chain-of-command and makes court appearances when required. Records vehicle information via data entry operations. Successfully completes In-Service training as required by the Department and attends all trainings as required to maintain certification. Performs direct functional supervision over the work of KSP Recruit Apprentices, confirming and issuing citations for violations observed by them and placing drivers and vehicles out-of-service, as appropriate. Provides status reports to the Apprenticeship Coordinator.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title must possess the ability to walk, climb, stoop, crawl around, on and under vehicles to physically inspect them and be able to lift and carry 50 pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title typically perform their work at weigh facilities conducting commercial vehicle inspections.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.