

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
MOTOR VEHICLE COMMANDER

DEFINITION

As a certified peace officer, manages statewide investigations of noncompliance with state/federal laws, rules and regulations governing the licensing and operation of commercial motor vehicles, titling and registration of motor vehicles and licensing of drivers; manages projects and/or processes related to intra and interstate commercial vehicle enforcement; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of investigative staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures and administers personnel and related policies and procedures.

Manages statewide investigative section which includes, but is not limited to, the following: assigning and/or reviewing criminal and administrative cases that deal with registration and titling issues and dealer licensing laws.

Identifies potential projects and/or programs (e.g., equipment, staffing, policy/procedure development, etc.) and makes recommendations to the Chief; evaluates/compiles weekly activity reports of subordinate staff; manages technology support staff to ensure in-car computers, bar code readers, in-car cameras are operational and to ensure new software upgrades are done efficiently and effectively.

Serves as a liaison with other governmental law enforcement agencies and the general public; handles/resolves complaints, organizes educational and training programs, promotes departmental programs/image and develops legislative recommendations.

Manages special operations section to effectively and efficiently coordinate intra and interstate initiatives to develop uniform enforcement within the state and across state lines.

Works with staff to identify trends in out-of-service drivers and vehicles to develop training for industry to increase voluntary compliance.

Manages the recruitment, retention and recertification requirements for MVE officers and investigators including selecting Captains who serve on the oral boards for potential recruits, and ensuring the appropriate administration of polygraph tests and appropriate testing of those recruits.

Works with Iowa Law Enforcement Academy staff on testing, certification and re-certification for officers and investigators, ensuring certifications are current for specialized functions such as defensive tactics, firearms training and recertification, defensive driving, CPR and first aid.

Represents the office and division in policy discussions concerning enforcement, with particular attention to high-level, highly visible or sensitive issues which involve other divisions, or agencies (e.g., "wind energy" initiatives).

Coordinates, develops, and documents activities and informs personnel of administrative changes and new developments in the field of investigations and/or commercial vehicle enforcement; assists in developing/monitoring budget and submits proposals for purchase of equipment to the Chief.

Inspects and weighs vehicles and drivers for compliance with all state and federal laws.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of supervision/management including the training of employees.

Knowledge of the legal and regulatory requirements of the Code of Iowa, Federal law and regulations governing the licensing and/or travel of motor vehicles and drivers.

Knowledge of computers and related software applications.

Knowledge of court procedures and legal proceedings relating to providing sworn testimony, evidence, and documentation in admissible forms.

Skill in the use of firearms.

Ability to supervise the work of employees.

Ability to understand, interpret and disseminate information regarding rules, regulations and policy or procedures statements.

Ability to gather and coordinate facts on which accurate independent judgments and/or recommendations are based.

Ability to understand complex laws, rules and regulations and distill those into terms which can be understood and enforced by officers and investigators.

Ability to communicate clearly and concisely/understand and follow verbal and written directions/instructions given in English.

Ability to communicate effectively, both orally and in writing, to provide advice and direction to personnel supervised, and to review and write reports.

Ability to assign work according to priorities, degree of difficulty and duration of assignment.

Ability to analyze problems, make decisions and recommend solutions.

Ability to appropriately respond/control tense situations.

Ability to work with diverse and sometimes antagonistic constituent groups to develop consensus on enforcement issues.

Ability to pass all periodic qualifying requirements identified for peace officers in the Department.

Ability to lift and carry objects weighing up to 40 pounds.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council and experience equal to six years of full-time peace officer work in the application, interpretation, investigation, and enforcement of motor vehicle laws and regulations;

OR

post high school education with an emphasis in law enforcement, criminal justice, or police science may be substituted on the basis of 30 semester hours equals one year of the required experience to a

maximum substitution of two years; no substitution for the graduation and certification from an ILEA approved academy is permitted;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as a Motor Vehicle Captain or four and one-half years as a Motor Vehicle Sergeant.

Effective Date: 01/13 BR