

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

MOTOR VEHICLE COMMANDER, UNIFORM

DEFINITION

Performs supervisory management work directing the statewide enforcement of all federal and state laws, rules and regulations governing the travel of commercial motor vehicles and their drivers in and through Iowa.

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 subordinate Uniform Captains; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Directs/coordinates program operations through subordinate Uniform Captains, and with much influence participates in the selection of uniformed officers; represents management in dealing with officer grievances/complaints and other matters pertaining to employment relations.

Collaborates with other managers on organizational/financial management matters and serves as a member of the Officer Team in evaluating/resolving operational problems and making decisions.

Develops internal plans/procedures to assist Uniform Captains in implementing various personnel management programs/procedures (e.g., equal employment opportunity, career development, performance evaluation) and to ensure consistent application of laws and procedures across the state.

Develops internal policies/procedures for improving coordination among supervisors and keeps staff informed of management goals/objectives, revised procedures, methods and work changes.

Prepares supporting data justifying major expenditures (e.g., equipment, facilities, specialized technical training budget and staffing); participates in management planning/policy-making meetings and provides advice in financial matters.

By working with legislators, industry representatives, commercial vehicle company owners and members of the public, explains work-related issues and resolves problems in areas that are not covered by precedent or established policies.

Works with other offices and divisions to ensure safe movements of extremely large "superloads" (over 156,000 pounds).

Ensures, through uniformed officers that credentials are seized, after appropriate notice, from commercial vehicle companies which have been ordered to cease operations under either federal or state law.

Analyzes records/reports of work accomplishment and assesses progress towards meeting goals/objectives; takes corrective action when necessary to resolve problems and achieve goals/objectives.

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

COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for Motor Vehicle Enforcement.

Knowledge of, and experience in enforcement of federal and state laws, rules and regulations relating to commercial motor vehicles and their drivers.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, and related programs with universal controlling impact.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Knowledge of motor carrier safety regulations pertaining to hazardous materials safety and the ability to have training developed to ensure safety goals are met.

Ability to understand and apply complex federal regulations and translate those in performance goals to improve the safety of the traveling public.

Ability to coordinate and integrate the work activities of subordinate Uniform Captains.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to represent the activity both within and outside the organization, to encourage subordinates do the same, and to solicit and gain support for Motor Vehicle Enforcement program goals.

Ability to work with diverse, sometimes antagonistic groups and to consider new ideas or divergent points of view.

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

Capacity to adjust to change, work pressures or difficult situations.

Objectivity in evaluating facts, situations and circumstances.

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 from an accredited four-year college or university, graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council, and six years of experience in the enforcement of commercial motor vehicle laws, including progressively responsible jobs;

OR

an equivalent combination of the required education and experience, substituting one year of full-time experience for thirty semester hours of education; 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 at least three years as a Motor Vehicle Captain.

Effective Date: 01/13 BR