

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Motor Vehicle Officer

Definition

Enforces state laws and federal regulations on commercial vehicles to protect public property and life as a certified peace officer by inspecting commercial vehicles for proper weight, dimensions, fuel tax permits, bills of lading, safety equipment, permits to haul contents, registration for commercial operations, and conformance to operational laws to ensure the preservation of the highway system; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Checks commercial motor vehicles for compliance, including appropriate operator's license, log books, and health certificates; observes drivers for impairment and places unsafe drivers out of service.

Inspects essential mechanical components and safety equipment of commercial motor vehicles such as brake system, suspension, steering components, lights, wheels, tires, and security of load for compliance with federal safety regulations and state law and places unsafe drivers and vehicles out of service.

Delivers and facilitates training or educational presentations to the commercial vehicle industry, law enforcement agencies, other governmental agencies, and the public.

Checks motor vehicles for compliance with motor vehicle weight, dimension laws, and regulations including over dimensional permits, fuel tax permits, registration receipts, authority documents, and insurance documents.

Issues citations or warnings to violators to ensure compliance with established procedures and regulations; arrests violators of motor vehicle and criminal law, collects bond, or transports to local magistrate's court and/or jail.

Operates state-of-the-art stationary scale facilities and weighs vehicles on portable scales in the field.

Competencies Required

Knowledge:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

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- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

Skills:

- 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.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- 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.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Candidates for these positions, in accordance with Iowa Administrative Code 501, Chapter 2 must:

- a) Be a United States citizen and a resident of Iowa (or intend to become a resident upon hire).
- b) Be at least eighteen years of age at the time of hire.
- c) Possess a valid driver's license issued by the State of Iowa (or be eligible to obtain one upon hire).
- d) Possess a high school diploma or GED equivalency certificate.

Notes

In addition, a post-employment requirement of these positions is graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council. Additional qualifications needed for admittance to an ILEA approved academy are as follows:

- a) Pass drug-screening requirements.
- b) Pass a background investigation (including a fingerprint search).
- c) Have no felony convictions or involvement in crimes of moral turpitude.
- d) Pass a physical agility test.
- e) Willingness to use force when necessary to fulfill duties of job.
- f) Have uncorrected visions of not less than 20/100 in both eyes (corrected to 20/20) and normal color vision.
- g) Have normal hearing in each ear.
- h) Is examined by a licensed physician or surgeon and meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
- i) Pass cognitive and personality tests.
- j) Pass a firearms qualifying test.
- k) Pass a polygraph test.
- l) All applicants must be at least eighteen years of age, be United States citizens, be an Iowa resident at time of employment, and possess a valid Iowa Driver's License.

Effective date: 10/15 KF