

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

DEFINITION

Supervises Motor Vehicle Officer, Sergeant or Investigator positions to ensure fair and impartial enforcement of all state laws and federal regulations governing the licensing and operation of commercial motor vehicles, and the registration, titling, and licensing of motor vehicle dealerships as a certified peace officer; 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 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.

Advises staff on motor vehicle enforcement rules, regulations and escort duties; instructs, observes and assists officers at permanent and temporary weigh stations and while patrolling highways or investigating fraud.

Develops, implements, and oversees training programs and materials which could include developing long range training plans to ensure peace officers meet state standards and are educated on state laws and federal regulations; develops, publishes, and distributes a quarterly training bulletin to update officers on changing laws and training issues sensitive to law enforcement; develops and coordinates annual in-service training for the Office of Motor Vehicle Enforcement.

Maintains and oversees budget, repairs and maintenance schedules for fixed scale sites; works with other divisions and outside vendors on forecasting expenditures and future scale projects.

Oversees inventory control of state issued vehicles, firearms, communication equipment, uniforms, ammunition and other required and necessary equipment; orders, replaces, and prepares specifications for officers' equipment and provides recommendations to officer director for approval.

Reviews officers' daily and weekly reports to ensure uniformity and compliance with departmental policies and procedures; completes reports concerning enforcement, investigation and other activities in assigned area.

Develops and maintains positive interactions and working relations with subordinate officers and other law enforcement agencies.

Identifies deficiencies or problems in field; keeps Commander informed and makes recommendations for improvement or resolution.

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

Communicates status of court cases to officers in the district; provides knowledgeable and authoritative answers concerning new legislation or court decisions; acts as a liaison between officers and other law enforcement agencies.

Provides information and answers questions from the public on motor vehicle laws; acts as a mediator and liaison between industry, the public and other agencies.

COMPETENCIES REQUIRED

Knowledge of basic legal and regulatory requirements of the Code of Iowa and Federal Motor Carrier Safety including Hazardous Materials Regulations pertaining to commercial vehicles such as licensing, equipment, registration, bills of lading, applicable permits and others relating to the commercial vehicle industry.

Knowledge of the principles and practices of supervision.

Knowledge of techniques, methods, and procedures associated with automotive maintenance and repair.

Knowledge of vehicle titling and license plate issuance regulations and the Iowa Code provisions relating to vehicle dealer licensing.

Knowledge of trends and developments in the field of motor vehicle safety regulations.

Knowledge of computers and related software applications.

Knowledge of laws, regulations, and procedures governing vehicle dealer and recycler licensing.

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

Knowledge of legal proceedings sufficient to provide evidence and documentation in admissible forms.

Ability to supervise the work of employees.

Ability to express ideas and thoughts clearly and effectively both orally and in writing to relate policies and instructions to subordinate officers and to report activities.

Ability to make independent judgments based upon the information available.

Ability to establish and maintain effective working relationships with other state and local law enforcement officials.

Ability to understand and follow written and oral instructions and to understand, apply, and enforce applicable sections of the Code of Iowa.

Ability to interpret and enforce regulations impartially and tactfully.

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

Ability to analyze problems, make decisions and recommend solutions.

Ability to establish and maintain effective working relationships with other state and local law enforcement officials.

Ability to respond appropriately and control tense situations.

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

Ability to read and write English.

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

Skill in the use of firearms.

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 four 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 three years full-time work as a Motor Vehicle Sergeant and/or Investigator.

Effective Date: 01/13 BR