

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

## Motor Vehicle Sergeant

---

---

### Definition

Performs leadworker duties in the enforcement of state laws and federal regulations governing the licensing and operation of commercial motor vehicles as a certified peace officer; inspects 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 or the enforcement of hazardous materials regulations; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

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

Conducts enforcement operations at state-of-the-art permanent scale sites and uses portable scales in the field to weigh vehicles, check for permits on overweight or oversized vehicles, check for proper fuel tax permits and amount of fuel in tanks.

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

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

Prepares records and documentation of vehicle inspections, citations, forms, required reports, and incident reports; compiles facts and cited violations for record and evidence at trial and/or hearing; computes statutory fines.

Conducts inspections of commercial vehicles, at fixed scales locations and in a patrol setting at roadside, to ensure compliance with all applicable regulations and laws with a primary emphasis on vehicles transporting hazardous materials; inspects vehicle safety systems and equipment, driver hours of service and qualifications, proper vehicle loading, securement systems, and packaging requirements.

Maintains knowledge and competency in the enforcement of Iowa Code Title 49, Code of Federal Regulations relating to motor vehicle transportation with particular emphasis on regulations concerning transportation of hazardous materials, Title 40 Code of Federal Regulations relating to transportation of

---

---

hazardous waste, Title 10 Code of Federal Regulations relating to the transportation of radioactive materials; participates in extensive ongoing training and updating of transportation regulations regarding transportation of hazardous materials.

Performs public relations work by assisting Motor Vehicle Enforcement (MVE) and other agencies with hazardous materials transportation issues; provides technical support for other agencies and MVE officers; assists shippers and carriers with compliance through training seminars and other outreach programs; works with court system to educate attorneys on hazardous materials issues; serves as course instructor at the Iowa Law Enforcement Academy.

## 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.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and negotiation.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- 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**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council, and experience equal to two years of full-time peace officer work in the application, interpretation, investigation, and enforcement of motor vehicle laws and regulations.
- 2) All of the following (a and b):
  - a. Graduation and certification from an ILEA-approved academy and;
  - b. A combination of a total of two years of education and full time experience (as described in number one), where thirty semester hours in law enforcement, criminal justice, or police science equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Motor Vehicle Officer.

*Effective date: 10/15 KF*