



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

Positions in this family audit motor vehicle inspection stations across the state to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Perform auditing and inspections.
- ❖ Directing, monitoring, and coordinating the activities of assigned personnel.
- ❖ Administering the Motor Vehicle Inspection Program.

The work assigned to positions in this series ranges from receiving on-the-job training to managing staff.

#### Motor Vehicle Inspector

**Pay grade: 18**

This is a position where the employee is accountable for auditing assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. An employee interacts with the public and station personnel on a daily basis regarding all facets of the Motor Vehicle Inspection program. Extensive in-state travel during working hours may be required. Work is performed under general supervision.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent.

#### Lead Motor Vehicle Inspector

**Pay grade: 19**

This is a position where the employee is accountable for serving as a lead worker in auditing assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. An employee interacts with the public and station personnel on a daily basis regarding all facets of the Motor Vehicle Inspection program. Extensive in-state travel during working hours may be



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

required. Lead worker responsibilities may include assigning daily work, conducting training, and working with supervisors and managers on performance assessment, coaching, and progressive discipline of lower-level employees. Work is performed under general supervision.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and one year of experience and a motor vehicle inspector.

#### **Motor Vehicle Inspector Supervisor**

**Pay grade: 22**

This supervisory position is accountable for work in directing, monitoring, and coordinating the activities of Motor Vehicle Inspectors. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. The MVI Supervisor interacts with the public and station personnel on a daily basis to reference all facets of the Motor Vehicle Inspection program. Extensive travel during working hours is required. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and three years of experience and a motor vehicle inspector.

#### **Motor Vehicle Inspector Chief (Level 1)**

**Pay grade: 25**

A Motor Vehicle Inspector Chief is accountable for assisting the commander in establishing and administering the Motor Vehicle Inspection Program through functional supervision and coordination of field activities, as well as manages a small number of resources (typically 0-4 employees). The employee also conducts scheduled and unscheduled inspections to determine if department personnel and inspection station owners and employees are operating within applicable rules, regulations, and procedures. The Motor Vehicle Inspector Chief also serves as a



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

liaison with troop staff, headquarters personnel, and the public. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee in this position exercises considerable independent judgment and discretion, and work is performed under general supervision.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and five years of experience and a motor vehicle inspector, with one year as a motor vehicle inspector supervisor.

### **Motor Vehicle Inspector Chief (Level 2)**

**Pay grade: 25**

A Motor Vehicle Inspector Chief is accountable for assisting the commander in establishing and administering the Motor Vehicle Inspection Program through functional supervision and coordination of field activities, as well as manages a moderate number of resources (typically 5-10 employees). The employee also conducts scheduled and unscheduled inspections to determine if department personnel and inspection station owners and employees are operating within applicable rules, regulations, and procedures. The Motor Vehicle Inspector Chief also serves as a liaison with troop staff, headquarters personnel, and the public. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee in this position exercises considerable independent judgment and discretion, and work is performed under general supervision.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and five years of experience and a motor vehicle inspector, with one year as a motor vehicle inspector supervisor.



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

#### **Motor Vehicle Inspector Chief (Level 3)**

**Pay grade: 25**

A Motor Vehicle Inspector Chief is accountable for assisting the commander in establishing and administering the Motor Vehicle Inspection Program through functional supervision and coordination of field activities, as well as manages a large number of resources (typically 11 or more employees). The employee also conducts scheduled and unscheduled inspections to determine if department personnel and inspection station owners and employees are operating within applicable rules, regulations, and procedures. The Motor Vehicle Inspector Chief also serves as a liaison with troop staff, headquarters personnel, and the public. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee in this position exercises considerable independent judgment and discretion, and work is performed under general supervision.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and five years of experience and a motor vehicle inspector, with one year as a motor vehicle inspector supervisor.

#### **Motor Vehicle Inspector Senior Chief**

**Pay grade: 26**

A Senior Chief Inspector is accountable for coordinating activities of overt and covert auditing of emission inspection stations, complaint investigations, and servicing of public emissions inspection stations and the Motor Vehicle Inspectors in an assigned area. The employee in this position also serves as a liaison between the agency, the contracted emissions vendor, licensed public Emissions Inspection Stations, state agencies, and the public. Work includes performing a variety of administrative responsibilities, such as preparing reports, maintaining good public relations, and liaison duties with other agencies. Duties may also include traveling throughout the state to observe and monitor operations. The employee has considerable latitude in exercising independent judgment.



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and seven years of experience and a motor vehicle inspector, with two years as a motor vehicle inspector supervisor.

#### **Division Assistant Director**

**Pay grade: 30**

This is a responsible position accountable for providing administrative and managerial assistance to the Driver and Vehicle Safety Division Director. An employee administers and coordinates the statewide Motor Vehicle Inspection (MVI) Program including planning, organizing, staffing, and budgeting functions required to effectively manage the program. Work also includes serving as a liaison with a variety of individuals including state agencies, vendors, and suppliers. An employee works closely with the Division Director in the development of policy and procedures for the program, as well as training and oversight of personnel. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. General supervision and direction are received from the division director with considerable independent judgement, decision-making, and discretion required.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and three years of experience and a motor vehicle inspector, and currently classified as a motor vehicle inspector supervisor or higher.

#### **DRIVER AND VEHICLE SAFETY DIVISION SPECIALTY POSITIONS (GHQ ONLY)**

#### **Emmissions Coordinator**

This position is accountable for coordinating activities of overt and covert auditing of emission inspection stations, complaint investigations, and servicing of public emissions inspection stations and the Motor Vehicle Inspectors. The employee in this position also serves as liaison between the contracted emissions vendor, Worldwide Environmental Products (WEP) the



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

Missouri Department of Natural Resources, the Missouri Department of Revenue, the licensed public Emissions Inspection Stations, and the Missouri State Highway Patrol's Motor Vehicle Inspection Division. Work also includes performing a variety of administrative responsibilities, such as preparing reports, maintaining good public relations, and liaison duties with other agencies. Duties may also include traveling throughout the state to observe and monitor operations. The employee has considerable latitude in exercising independent judgment.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

The minimum requirements this type of position, as well as any future specialty positions assigned to DVSD in an MVI capacity, are a high school diploma or equivalent and three years Motor Vehicle Inspector experience, and currently classified as a Motor Vehicle Inspector Supervisor or higher. An employee serving in one of these roles is eligible for promotion to their next level in rank, up to the rank of Motor Vehicle Inspector Senior Chief, following one year of documented successful performance at each rank.

### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

**Minimum Requirements specific to the Motor Vehicle Inspection Job Family that may apply and are dependent on assigned areas of responsibility:**

- ❖ Must be at least twenty-one years of age at the time of employment.





## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

- ❖ Must possess and maintain a valid driver license.
- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.
- ❖ Must successfully complete, or have completed, the Basic Motor Vehicle Inspector's School as approved by the Superintendent of the Missouri State Highway Patrol.
- ❖ Must successfully complete, or have completed, the standardized field training program, including documented proficiency in all four core-duty objectives. (This requirement is waived for individuals employed as a Motor Vehicle Inspector prior to the implementation of the standardized field training program.)

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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**Revised:** --