



MOTOR VEHICLE INSPECTION JOB FAMILY

CAREER PATH

DRIVER AND VEHICLE SAFETY DIVISION SPECIALTY POSITION (GHQ ONLY)

Program Coordinator

This position is accountable for supervising assigned personnel and providing oversight and administration of the motor vehicle inspection statewide program. Work includes performing a variety of administrative and supervisory responsibilities to include coordinating the school bus inspection program, oversight of safety inspection and salvage inspection administration, statewide field training, reviewing and analyzing staff and field operations, developing and recommending work standards and procedures, observing program operations, inspecting equipment and facilities, responding to fiscal note and legislative inquiries, preparing reports, maintaining good public relations, and acting as a liaison with other agencies. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Statewide travel is required. An employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the driver examination program and reports to the Division Assistant Director.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of motor vehicle inspection, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Working knowledge of and the ability to demonstrate successful operation and use of designated motor vehicle inspection equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.



MOTOR VEHICLE INSPECTION JOB FAMILY

CAREER PATH

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as in following established protocol for providing court testimony.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to position self and equipment necessary to perform duties.

Ability to read and comprehend written materials, as well as effectively and accurately document inspection activities in reports.

Ability to lift, move, and/or carry 50 pounds.

Ability to work outdoors and in inclement weather

Ability to work long hours while standing.



MOTOR VEHICLE INSPECTION JOB FAMILY

CAREER PATH

Ability to operate and maintain a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Ability to perform job-related travel.

Ability to work hours as assigned.

Minimum Requirements:

The minimum requirements this position are a high school diploma or equivalent and three years Motor Vehicle Inspector experience, and currently classified as a Motor Vehicle Inspector, 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 Chief, following one year of documented successful performance at each rank, as well as successful completion of the identified written examination for promotion.

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.
- ❖ Must possess and maintain a valid driver license.
- ❖ 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



MOTOR VEHICLE INSPECTION JOB FAMILY

CAREER PATH

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.

- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ 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 Motor Vehicle Inspector Field Training Program. (This requirement is waived for individuals employed as a Motor Vehicle Inspector prior to the implementation of the standardized field training program.)

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 18, 22, 25

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/25/2025

Reviewed: 07/25/2025

Revised: --