



Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

ROADSIDE INSPECTION SPECIALIST JOB DESCRIPTION

REPORTS TO: Director of Inspection Programs

CLASSIFICATION: Exempt/Full-Time

REVISION DATE: April 2022

SUMMARY

The roadside inspection specialist provides assistance to the director of inspection programs in the leadership, direction and administration of all aspects of the Commercial Vehicle Safety Alliance (CVSA) commercial motor vehicle (CMV) roadside inspection initiatives for CVSA-certified enforcement personnel. This position supports the needs of the membership by providing quality services as the Alliance strives to implement the organizations strategic initiatives.

ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may also outline additional responsibilities that are not included in this job description.

- Assist CVSA leadership on collaborative projects to set overall organizational policies and priorities
- Assist the director of inspection programs with overseeing the development and maintenance of the roadside North American Standard Inspection Program and related activities
- Assist with developing and managing the updates to the North American Standard Out-of-Service Criteria, inspection procedures, operational policy and inspection bulletins
- Assist with developing and managing the Alliance's North American Cargo Securement Harmonization Public Forum and related activities
- Assist with developing and managing the Alliance's Issue/Request for Action database and processes
- Assist with developing and managing the Alliance's industry courses on roadside inspection driver and vehicle requirements
- Responsible for maintaining up-to-date knowledge of rules, regulations and pronouncements that may affect the Alliance
- Serve as a resource to the Alliance membership, staff and stakeholders on CMV roadside inspection issues and programs
- Represent the Alliance at stakeholder meetings and events
- Analyze the implications of proposed actions and decisions and their effect on the Alliance
- Provide advice and counsel on CMV related regulations, legislation, out-of-service criteria, inspection procedures, operational policies, information systems and technology
- Assist with promoting a uniform application of roadside inspection, enforcement and safety programs
- Assist with providing expertise, technical support and training coordination to the membership in upgrading programs to ensure uniformity, reciprocity and compatibility of enforcement activities
- Assist with promoting technology applications that serve to increase safety, efficiency and crash reduction
- Assist with the development, monitoring, and updating of annual program budgets



Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

- Assist with ensuring all processes relating to federal cooperative agreements, contracts and grants are maintained
- Assist with ensuring compliance with federal cooperative agreements, contracts and grants reporting requirements
- Assist with ensuring all grant deliverables and reporting relating to federal cooperative agreements, contracts, and grants are met

SUPERVISORY RESPONSIBILITIES

This position may involve the direct or indirect management of other employees. This position may be responsible for selecting and overseeing external contractors and vendors who provide services related to the development and implementation of the Alliance's programs and services.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university, or equivalent combination of education and related experience
- Several years of experience conducting roadside CMV inspections to ensure compliance with safety regulations
- Several years of experience interpreting state and federal regulations
- Several years of experience handling responsibilities comparable to those outlined above
- Several years of experience leading initiatives designed to reduce CMV crashes
- Several years of experience as a classroom trainer/instructor, including curriculum development, online/virtual learning strategies and platforms
- Program and project management experience, including planning, organizing, communicating, and implementing results
- Available for national and international travel

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and understanding of CMV safety issues
- Extensive knowledge and understanding of the North American Standard Inspection Program
- Extensive knowledge and understanding of state and federal CMV safety regulations
- Extensive knowledge and understanding of industry regulations, operating practices, emerging trends, and best practices in CMV transportation
- Extensive knowledge and understanding of instructional teaching techniques
- Ability to effectively manage federal cooperative agreements, contracts, and grants
- Ability to build consensus and cooperation among stakeholders with competing interests
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines of assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening, and interpersonal skills
- Ability to develop and maintain professional internal and external relationships



Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

- Ability to use Microsoft Office 365 suite of products (e.g., Word, Excel, PowerPoint, Outlook, SharePoint)
- Ability to effectively create, prepare and deliver presentations
- Ability to effectively develop course curriculum, write articles and grant reports
- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment

WORKING CONDITIONS

This position has the potential to be based in a remote office environment and involves the routine use of standard office equipment such as computers and phones.

The position requires periodic work outside of normal business hours, as well as travel both during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act (ADA) are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions, and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.