



# Commercial Vehicle Safety Alliance

Improving commercial motor vehicle safety and enforcement

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## ROADSIDE INSPECTION SPECIALIST JOB DESCRIPTION

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**REPORTS TO:** Director of Inspection Programs

**CLASSIFICATION:** Exempt/Full-Time

**REVISION DATE:** October 2022

### SUMMARY

The roadside specialist provides assistance to the director of inspection programs in the leadership, direction and administration of all aspects of the Commercial Vehicle Safety Alliance's (CVSA) commercial motor vehicle (CMV) roadside inspection program initiatives for CVSA-certified enforcement personnel and the Alliance's enforcement and inspection initiatives relating to the advancement of CMV automated driving systems. This position is responsible for responding to the needs of the membership by providing quality services as the Alliance strives to implement the organization's 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 with the development and maintenance of the roadside North American Standard Inspection Program and related outreach activities
- Assist with developing and managing updates to the North American Standard Out-of-Service Criteria, inspection procedures, operational policies and inspection bulletins
- Assist with developing and managing the completion of deliverables under a Safety Enforcement Training (SET) cooperative agreement from the Federal Motor Carrier Safety Administration (FMCSA)
- Assist with developing and managing the completion of deliverables of the Alliance's International Roadcheck, Operation Airbrake and other enforcement and related educational initiatives
- Assist with developing and managing the Alliance's North American Inspectors Championship
- Assist with developing and managing the Alliance's North American Cargo Securement Harmonization Public Forum and related outreach activities
- Assist with developing and managing the Alliance's performance-based brake testing inspection initiative
- Assist with developing and managing the Commercial Vehicle Brake Manufacturers Council initiatives
- Assist with developing and managing the implementation of the Alliance's automated CMV enforcement initiatives and related outreach activities
- Assist with the development and maintenance of the Alliance's Enhanced CMV Inspection Program (for motor carrier operations) and related outreach 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

- Assist CVSA leadership on collaborative projects to set overall organizational policies and priorities
- Responsible for maintaining up-to-date knowledge of rules, regulations and pronouncements that may affect the Alliance
- Serve as a resource to the membership of the Alliance, staff and stakeholders on CMV related issues
- Represent the Alliance at stakeholder meetings and events
- Serve as staff liaison for committees, councils, programs, regions and working groups, as assigned
- Analyze the implications of proposed actions and decisions and their effect on the Alliance
- Provide advice and counsel on CMV-related regulations, legislation, the out-of-service criteria, inspection procedures, operational policies, information systems and emerging technologies
- 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
- 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
- Currently or previously certified to conduct roadside CMV inspections to ensure compliance with safety regulations
- At least five years of experience interpreting and applying state/provincial and federal regulations
- Experience interpreting and applying the Canadian Council of Motor Transport Administrators (CCMTA), National Safety Code (NSC) and Mexican NOMs relating to CMV safety, preferred
- At least five years of experience handling responsibilities comparable to those outlined above
- At least five years of experience leading initiatives designed to reduce CMV crashes
- At least five years of experience as a classroom trainer/instructor, including curriculum development, online/virtual learning strategies and platforms
- At least five years of 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 CVSA North American Standard Inspection Program
- Extensive knowledge and understanding of the CVSA North American Standard Out-of-Service Criteria
- 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
- Ability to use Microsoft Office 365 suite of products (e.g., Word, Excel, PowerPoint, Outlook, SharePoint)
- Ability to use Adobe Acrobat and Photoshop
- 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 extensive 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:** \_\_\_\_\_

*The 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.*