

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 7895200

Motor Carrier Investigator, Grade 15

Brief Description of Class

Motor Carrier Investigators serve as a field representative for the Department of Transportation in safety regulation and licensing activities of the motor carrier industry. Incumbents conduct road side inspections of commercial motor vehicles and drivers; examine records of motor carriers to ensure compliance with the State Transportation Law and related codes, rules, regulations, and policies; investigate the complaints of shippers and passengers and apprise them of their rights and responsibilities under the Transportation Law; prepare reports of investigation findings, conclusions, and recommendations; and testify at Department of Transportation administrative hearings and civil and criminal courts.

These positions are classified only at the Department of Transportation.

Distinguishing Characteristics

Motor Carrier Investigator: full performance level, ensures the compliance of motor carriers, which include property, passenger, and household goods carriers with either intrastate or interstate authority in the case of for-hire carriage, as well as private motor carriers through a variety of inspection, audit, and investigatory work that may result in enforcement actions; conducts federal and state compliance audits; conducts roadside and terminal driver and vehicle inspections.

Related Classes

Intermodal Transportation Specialists 1 (Motor Carrier Safety) oversee intercity bus, school bus, transit, and truck safety by supervising at least three Motor Vehicle Inspectors or Motor Carrier Investigators; supervising and conducting accident investigations involving motor carriers; monitoring and auditing compliance with state and federal rules and regulations, and the implementation of corrective action plans; drafting reports about investigations and audits and making recommendations; and designing and implementing truck and bus inspection and auditing programs.

Motor Vehicle Inspectors inspect school buses, motor coaches, ambulettes, airporters and stretch limousines as part of a state mandated semi-annual inspection program. They perform detailed visual and mechanical inspections of buses and other motor vehicles that transport passengers, prepare detailed inspection reports, and issue or withhold inspection certificates. Motor Vehicle Inspectors also perform roadside inspections of commercial drivers, trucks and passenger carrying vehicles, review maintenance programs, and perform post-crash inspections; however, semi-annual bus inspections are the predominant activity of this class.

Illustrative Duties

Maintains knowledge of federal and state laws, rules, and regulations, including Federal Motor Carrier Safety Administration (FMCSA) regulations, NYS Transportation Law, and Title 17 of New York State Code of Rules and Regulations; interprets and applies laws, rules, and regulations.

Issues Notices of Violations (NOVs) that lead to civil penalties and testifies in administrative, criminal, and civil courts.

Collects evidence and builds cases against carriers by creating indexes and exhibits and citing evidence.

Assists attorneys by testifying in court, submitting evidence, and making recommendations for settlements.

Successfully completes mandatory training and maintains required certifications provided by the FMCSA as well as extensive on-the-job training.

Passes tests on various motor carrier safety disciplines from the national training center to become certified and performs a designated number of roadside inspections and safety audits per year consistent with the FMCSA standard, to maintain certifications to perform roadside inspections and safety audits. In order to maintain the certification to perform safety audits, incumbents must maintain the certification to perform roadside inspections.

Conducts roadside and terminal driver and vehicle inspections randomly and based on system safety measurement indicators as well as, in response to consumer and industry complaints.

Completes both federal and state compliance audits, which include New Entrant Safety Audits (NESAs) on behalf of the FMCSA of interstate motor carriers providing either for-hire or private transportation services.

Conducts the following audits of motor carriers based upon safety scores:

- Performs safety audits of motor carriers that have an unsatisfactory inspection history.
- Performs terminal inspections and safety reviews of passenger carriers that have an alert status in FMCSA's Safety Measurement System.
- Performs Driver Vehicle Examination Report (DVER) reviews of motor carriers that do not show proof of corrections for out-of-service violations.
- Performs audits of carriers with high out-of-service rates, and multiple audits of motor carriers who are repeat out-of-service offenders.

Performs complaint investigations of unauthorized operations of for-hire motor carriers; consumer and industry complaint investigations concerning household goods companies and complaint investigations concerning unsafe motor carrier operations.

Conducts compliance reviews of motor carriers including but not limited to records involving commercial driver files which include drug and alcohol testing; medical qualification; Commercial Driver Licensing (CDL) requirements (when applicable); driver abstracts and former employment records as well as reviewing vehicle maintenance records.

Performs administrative duties such as scheduling work, preparing detailed reports of investigations, and contacting motor carriers on behalf of state and federal governments.

Minimum Qualifications

Open Competitive: Seven years of experience in a position with responsibility for commercial vehicle enforcement or motor carrier traffic management as a dispatcher, traffic manager, or terminal manager with a motor carrier of property or passengers that is regulated by the United States Department of Transportation or the New York State Department of Transportation. A bachelor's degree may substitute for four years of experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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