

CLASS TITLE:

**CHIEF, MOTOR VEHICLE
FLEET REGISTRATION PROGRAMS
(DOA)**

Class Code: 02523300

Pay Grade: 28A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for the supervision, operation and maintenance of several special programs within the Division of Motor Vehicles in accordance with established federal standards and state laws, rules and regulations; to issue new and renewal licenses, registrations and permits relative to such programs; to handle complaints from those involved in such programs and the general public; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude in the exercise of initiative and independent judgement; work is usually reviewed upon completion through conferences and submitted reports for results obtained and conformance to established federal standards, state laws, state motor vehicle codes, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of clerical assistants when assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for the supervision, operation and maintenance of several special programs within the Division of Motor Vehicles in accordance with established federal standards and state laws, rules and regulations and including such activities as:

Fleet Vehicle Operation Program: To be responsible for the issuance of fleet vehicle registrations for trucks, trailers, buses, and cars to all fleet owners and operators including the mailing out of new and renewal registration applications forms; to process such completed registration forms when returned to the Division with clerical personnel assigned to assist, verifying the totals on accompanying supportive tapes tallying the amount owed, and forwarding enclosed payment checks to the Cashier's Unit; and to bundle all fleet owner and operator registrations into individual packages for pick up at the Division.

Overweight Permit Program: To be responsible for the processing and issuance of new and renewal overweight permits for truck and trailer owners and operators who anticipate the necessity for carrying loads in excess of established legal limits during the course of the year; and to forward checks for payment of any required permit fees to the Cashier's Unit.

Other Special Programs: As assigned, to be responsible for the supervision, operation and maintenance of any other special program sponsored by the Division.

To attend meetings and conferences throughout the state as a representative of the Division on matters involving said programs.

To be responsible for submitting recommendations to supervisors involving changes and /or amendments to existing state laws, rules and regulations, and the State Motor Vehicle Codes as they relate to the assigned special programs within the division.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of federal and state laws and standards relevant to fleet safety and the ability to apply such knowledge; a thorough knowledge of the State Motor Vehicles Codes and the ability to apply such knowledge in the issuance of licenses, registrations and permits to qualified individuals covered under the several special programs sponsored by the Division; a working knowledge of the industry and the ability to apply such knowledge in evaluation and/or resolving the common problems, policies and practices encountered in supervising a fleet registration program; the ability to select and train driver trainers and to evaluate the effectiveness of a driver training program; the ability to collect, interpret and report on statistical data and information; the ability to investigate and resolve complaints of drivers and the general public; the ability to process difficult and/or complex license, registration and permit applications; the ability to prepare reports, keep records and files, and prepare correspondence; the ability to establish and maintain an effective working relationship with superiors, federal and state officials, local officials, other state agencies, and public and private organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: employment in a responsible position involving the application of effective and safe standards of fleet operation; or, employment in a responsible position involving investigatory, inspectional or regulatory activity for the purpose of promoting public safety practices and standards.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 21, 1986

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