

## COMMERCIAL MOTOR VEHICLE (CMV) SAFETY PROGRAM TECHNICIAN

### JOB DESCRIPTION

**Classification Responsibilities:** A Commercial Motor Vehicle (CMV) Safety Technician is the first-level professional CMV classification that conducts training related to the safe operation of CMVs. Duties include: conducting CMV Entry Level Driver Training (ELDT) and other CMV safety related training (towing, standard operating of heavy equipment, load securement, trailer hook up, etc.), conducting needs analysis in order to coordinate or assist in the implementation and management of citywide CMV safety programs; serving as a subject matter expert for CMV operator safety and regulations; assisting in developing procedures and guidelines; assisting in monitoring Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), and other governmental regulations and legislation as they relate to CMV safety including DOT Federal Motor Carrier Safety administration (FMCSA) and Pipeline and Hazardous Materials Safety Administration (PHMSA); and serving on related committees and task forces. Additionally, employees in this class may assist the CMV Safety Coordinator and the Safety Administrator in performing other safety-related duties. These duties may include assisting with investigations involving CMV safety concerns, complaints, incidents, and injuries; records retention; and other projects to accomplish CMV Safety Unit objectives. This class is responsible for performing related duties as required.

**Distinguishing Features:** This class is responsible for delivering the majority of the CMV safety training and is distinguished from the CMV Safety Coordinator class, which is responsible for the management of the CMV Safety Program. This class receives general supervision from the CMV Safety Coordinator who reviews work through meetings, reports, and the evaluation of overall results achieved. This class is FLSA non-exempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Safety or Risk Management or closely related field. Considerable (3 - 5 years) experience operating a Class A commercial motor vehicle. Good (1 – 3 years) experience with DOT or OSHA regulation compliance training or facilitating CMV classroom and/or behind the wheel training or evaluating and implementing general safety training programs.

**Special Requirements.** Must possess a valid Arizona Class A Commercial Driver's License (CDL) with Tanker endorsement and without air brake restrictions by hire or promotion date. Must complete Steps 1, 2 and 3 of the Hazardous Materials Endorsement (HME) Threat Assessment (fingerprint based) through the Transportation Safety Administration (TSA) by hire or promotion. Must successfully complete the City's Entry Level Driver (ELD) HME training program; pass the State administered HME knowledge test; pass the road and skills test administered by a city of Mesa's Third-Party Examiner (TPE); and obtain an HME within 150 days of hire or promotion.

**Substance Abuse Testing.** This class is subject to DOT drug and alcohol testing as outlined in 49 CFR Part 382 for the FMCSA.

**Preferred/Desirable Qualifications.** A minimum of three years' operating one or more different types of CMVs is highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Establishes and maintains effective working relationships with management, coworkers, and representatives from other agencies. Effectively presents information and responds to questions from employees and management. Serves as an internal CMV subject matter expert. Assists in collaborating with departments on their CMV training needs. Conducts ELDT classroom, range, annual, refresher, and related training sessions for classifications which require a CDL and CLP. Communicates with management, coworkers, City employees and officials, and representatives from other agencies to establish and maintain effective working relationships focusing on CMV safety compliance concerns and preventative actions. Assists in the preparation of reports on CMV safety concerns, complaints, incidents, and injuries.

**Manual/Physical:** Delivers ELDT, including the structured classroom training, behind the wheel training, driving range training, and other related CMV operation or safety training, annual and refresher training sessions; and performs proficiency verifications of existing CDL holders, which involves operating a Class A or B CMV and requires an Arizona Class A CDL without air brake restrictions. Assists with investigations and responds to CMV and other safety concerns, complaints, incidents, and injuries. Examines CMV and related equipment such as trailers to ensure the safety of employees operating equipment. Assists in adapting Citywide safety practices and policies to ensure compliance with DOT regulations. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC). Works in a variety of weather conditions while conducting CMV hands-on instruction and training. Meets scheduling and attendance requirements.

**Mental:** Researches and interprets local, state, and federal safety rules, regulations, and procedures for administering and monitoring the CMV Safety Program. Assists with the development of CMV safety procedures and guidelines. Participates in administering DOT FMCSA and PHMSA and related safety standards and in developing CMV safety programs. Coordinates CMV safety-related training sessions. Assists with investigating CMV and other safety concerns, complaints, incidents, and injuries and preparing reports to document cause and corrective action.

## **Knowledge and Abilities:**

Knowledge of:

CMV licenses, requirements, standards, and training;  
CMV operation and safety;  
OSHA, ADOSH, DOT, FMCSA, PHMSA, and related safety standards;  
the principles, techniques, and methods of CMV safety program administration;

current and available CMV safety testing equipment and supplies; and training/curriculum development for adult learners.

Ability to:

establish and maintain effective working relationships with management, coworkers, City officials, and representatives from other agencies;  
present information both verbally and in writing and respond to questions from employees and City management;  
deliver CMV safety programs and procedural changes to ensure safe operation of CMVs;  
counsel and instruct CMV operators and provide practical hands-on instruction in an engaging learning environment;  
research, interpret, apply, and comply with OSHA, ADOSH, DOT, FMCSA, PHMSA, and related safety standards; and  
assist in conducting investigations of CMV related safety concerns, complaints, incidents, and injuries.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 46-200

PAY GRADE: 49

IND-9410

SWORN-No