

Title: Motor Carrier Safety Auditor	Effective Date: June 24, 2017	Grade: X	Job Category: Admin Support
Prior Title: Motor Carrier Safety Auditor	Prior Effective Date: July 17, 2014	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under immediate supervision, this position is responsible for conducting safety audits of new entrant motor carriers and other investigations regarding safe and legal operations of commercial motor vehicles. These audits may be conducted either at a carrier's principal place of business or, if appropriate, at off-site locations.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Using a personal computer and applicable federal audit software, conduct on-site or off-site safety audits or investigations of motor carrier operations, such as drivers' hours of service and qualifications, commercial driver's license requirements, maintenance and inspection of vehicles and other safety and business records to determine a motor carrier's degree of compliance with the State and/or Federal Motor Carrier Safety Regulations (FMCSR) and Hazardous Materials Regulations (HMR) for full compliance with state and federal laws and regulations.
- Work independently or in conjunction with other employees or agencies to determine if a motor carrier has adequate safety management controls in place and functioning to comply with the State and/or Federal Motor Carrier Safety Regulations (FMCSR) and, if applicable, Hazardous Materials Regulations (HMR).
- Advise the motor carrier of the results of the audit and how to proceed if corrective actions are necessary. Additionally, provide the carrier with clear information about any corrective actions needed, what type of evidence of corrective action to provide and to whom and where information should be sent.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Possess a valid driver's license and good driving record. Proficient in the use of a personal computer and the use of Microsoft Word, Excel, and Outlook. Ability to learn and utilize applicable federal audit software. Ability to successfully complete a background investigation. Ability to attend and successfully complete all required training relative to conducting safety audits of new entrant motor carriers to achieve mandatory Federal Motor Carrier Safety Administration safety auditor certification. Establish a domicile within 45 miles of the assigned duty station.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)