

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Special Services Command, Sidewinder Platform Scale		DIVISION Border Division		
CIVIL SERVICE CLASSIFICATION TITLE Commercial Vehicle Inspection Specialist		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-601-6854-XXX		CURRENT DATE 05/11/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☒ YES ☐ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION
Under the close supervision of the Sidewinder Platform Scale Sergeant, the Commercial Vehicle Inspection Specialist is responsible for inspection and weighing of commercial vehicles in accordance with Departmental policies and procedures and to assist the commercial officer on duty by alerting the officer to all observed violations for the Sidewinder Platform Scale.

SUPERVISION RECEIVED
The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the Sidewinder Platform Scale Sergeant.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Inspections are completed outdoors under various weather and environmental conditions.

SPECIAL PERSONAL CHARACTERISTICS
Emotional control, tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, extremes of temperature), attention to detail, and patience.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	Conducts inspections of commercial vehicles as part of the Department's on-highway commercial enforcement program following National Uniform Driver-Vehicle Inspection Program objectives. Monitors commercial vehicles for compliance with State and Federal laws relating to size and weight. Applies State and Federal Regulations/Laws while inspecting and testing all types of commercial vehicle brake systems, steering components, suspension/frame components and lighting devices. Review operator licenses, medical cards, log books, vehicle registration and bills of lading to ensure compliance with rules and regulations.
40%	Upon completion of the inspection process, complete documentation and install Commercial Vehicle Safety Alliance inspection sticker if vehicle is in compliance with all rules and regulations
15%	Maintains facility inspection lanes including wet mopping, hose wash down, and spot cleaning.
	<u>Non-Essential Functions</u>
5%	Performs other duties within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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