



SCALE MAINTENANCE JOB FAMILY

CAREER PATH

Scale Maintenance Supervisor

This is a supervisory-level position specializing in an area supporting the inspection, maintenance, and testing of fixed and portable scales, as well as clinical weighing equipment utilized for, and in support of, the State of Missouri's commercial vehicle enforcement program. Areas may include but are not limited to electrical, electronics, carpentry, concrete and masonry, welding, and/or painting. An employee will be required to operate a diesel truck with a manufacturer's rated capacity of at least 15 tons. The duties include oversight of construction, remodels, maintenance, or replacement of scales for state buildings or facilities. An employee provides assistance in more complex projects and supervision of vocational-level employees. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of scale maintenance, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate successful operation and use of designated scale maintenance equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.



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Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.

Ability to work outdoors and in inclement weather.

Ability to position self and equipment necessary to perform duties.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as preventative maintenance, of scales.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)



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Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Three years of skilled experience in trades, building maintenance, or construction.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Requirements that may apply and are dependent on assigned areas of responsibility:

- ❖ Must possess or obtain and maintain a Class B Commercial Drivers' License (CDL) with air brake endorsement and maintain throughout employment; following which requires an employee to submit to periodic random drug testing.
- ❖ Must possess and maintain a Scale Maintenance license issued by the Missouri Department of Agriculture.

Necessary Special Requirements

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Pay grade: 31

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --