



SCALE MAINTENANCE JOB FAMILY

CAREER PATH

Scale Maintenance Assistant

This is a first-level vocational position specializing in areas 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, and duties may include basic manual tasks that can be learned with short on-the-job training. An employee may also assist skilled employees and follow specific and detailed procedures and practices as instructed. Tasks performed require the use of basic tools and equipment under supervision.

Knowledge, Skills, and Abilities

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.

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.

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.

Knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases 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.



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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 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.)

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.):*

No education or experience is required.

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.



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Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 23

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: --