

JOB DESCRIPTION

Reference Job #CT-03

Ministry: Transportation and Highways
Branch: Motor Vehicle Branch
Location: Port Mann Westbound

Working Title: **Scale Supervisor, Permanent Weigh Station**
Level: Range 21
Classification: Commercial Transport Inspector

PRIMARY FUNCTION

To supervise and operate a permanent weigh scale station; inspect and monitor commercial vehicles, loads, licenses, insurance, and drivers to ensure the protection of the highway system and public safety through enforcement.

JOB DUTIES AND TASKS

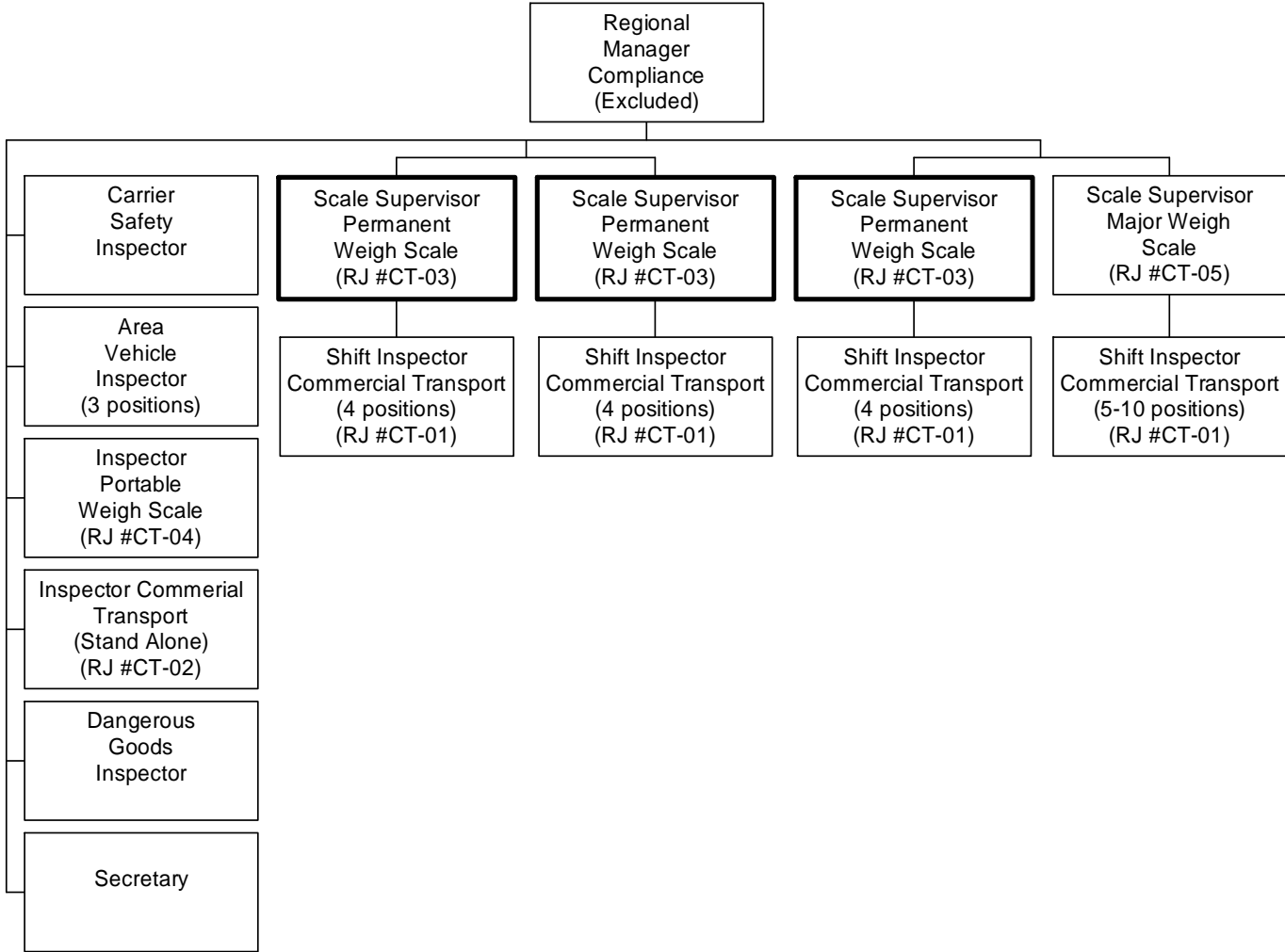
1. Operates a permanent weigh scale station
 - a. submits regular statistical reports and time sheets and maintains equipment, stock, and supplies
 - b. maintains accurate records of vehicles checked, prosecutions entered, and violation notices issues
 - c. implements, interprets and explains all new procedures, policies, regulations and legislative changes
 - d. establishes, implements, and revises procedures
 - e. completes reports on violations, transportation policies and proposals, accident reports, and scale maintenance and repairs
2. Supervises staff (4 FTEs)
 - a. interviews, selects, and trains staff and resolves issues referred by staff
 - b. establishes work priorities, coordinates workflow and checks work for accuracy and completeness
 - c. evaluates employee performance and conducts disciplinary interviews and recommends disciplinary action
3. Issues and examines commercial vehicle licenses, insurance, and permits for compliance with acts and regulations
 - a. checks commercial vehicles for proper insurance, licenses, and permits
 - b. determines if vehicles are properly licensed or permitted and takes appropriate action
 - c. checks vehicle operators for driver's license and proper class of driver's license to operate vehicle
 - d. inspects vehicles for proper identification
 - e. checks vehicles to determine if they are operating within permit conditions and issues permits and collects fees
4. Examines commercial vehicles for mechanical defects, vehicle loads for safety, and other violations including those in accordance with out of service criteria as determined by the superintendent
 - a. inspects trucks and trailers for general mechanical condition, basic mechanical defects and proper load securement
 - b. weighs vehicles using mechanical and electronic weigh scales and measures vehicles
 - c. determines vehicle overload oversize status and whether to allow vehicle to travel, prosecute, and/or issues a permit in accordance with policy, regulations, and guidelines; calculates permit fees
 - d. documents conditions, restrictions, and permit attachments to loads traveling under permit
 - e. determines if loads are within policy for weight, from actual weight allowable, on axles, group of axles, bridge formula, tire size, and horsepower to weight ratio
5. Enforces all applicable acts and regulations for commercial vehicles, drivers, and operators
 - a. determines if an infraction has occurred, takes appropriate action and ensures that corrective measure are taken by drivers if vehicles are in contravention of permits, licenses, and insurance
 - b. determines, as a Peace Officer, whether to issue violation ticket, notice and order, and/or to place vehicles or drivers out of service until problems have been remedied; advises drivers of available options
 - c. initiates prosecutions and prosecutes offenders, as a Peace Officer
 - d. participates in commercial vehicle roadside checks
6. Provides information relating to transportation to the public, enforcement agencies and transportation industry
 - a. provides information on regulations, policies, licenses, permits and operation of commercial vehicles
 - b. provides advice regarding the conversion of imperial and metric sizes and weights
 - c. reviews transport equipment and proposals for compliance and safety
7. Collects and balances revenue cash account
 - a. accounts for the cash float and monies received, secures cash and arranges safe delivery to the bank

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- b. reconciles and resolves daily cash discrepancies and completes and submits cash sheets
- c. collects revenue by determining fees from schedules and balancing money for permits and fees
- d. purchases goods and services paid for from established program funds within annual limits

ORGANIZATION CHART
Reference Job #CT-03



REASON FOR CLASSIFICATION

Reference Job #CT-03

Job Title: Scale Supervisor, Permanent Weigh Scale

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of transporting dangerous goods, commercial transport inspection and licensing, and vehicle and driver safety to regularly analyze, interpret, and apply related legislation and policies to supervise permanent weight scale operations.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of situations and choose an approach using a combination of accepted methods, approaches, and techniques to organize the operations of a fixed weigh scale and adapt those operations to participate in the operation of road check projects within a region.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to deal with incidents of antagonism while acting in an enforcement capacity; and appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate light on road vehicles and permanent electronic weigh scales.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies, overall plans, guidelines, and standards, applies accepted work methods in a different way to modify work methods at a permanent weigh scale station in order to handle the operation of road check projects.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to collect revenue by determining fees from schedules, making calculations, and receiving, recording, and balancing money for permits and fees. Purchases goods and services paid for from established program funds within annual limits. Verifies travel and overtime claims.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect commercial vehicles for compliance to acts and regulations.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and initiate disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to supervise the inspection of commercial vehicles to ensure the protection of the highway system and public safety through enforcement.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently check licenses and permits for compliance and to inspect commercial vehicles.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift and carry heavy weights.	E	24
12	SURROUNDINGS Exposure to fumes almost always from vehicles at the weigh station and vehicles passing on the highway.	D	9
13	HAZARDS Significant exposure to hazards from almost always working around chemicals found in exhaust fumes coming from vehicles at the weigh station and vehicles passing on the highway.	D	9

Total Points: 752

Level: Range 21