

JOB DESCRIPTION

Reference Job #CT-04

Ministry: Attorney General
Branch: Compliance Operations
Location: Cranbrook

Working Title: **Inspector, Portable Weigh Scale**
Level: Range 21
Classification: Commercial Transport Inspector

PRIMARY FUNCTION

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

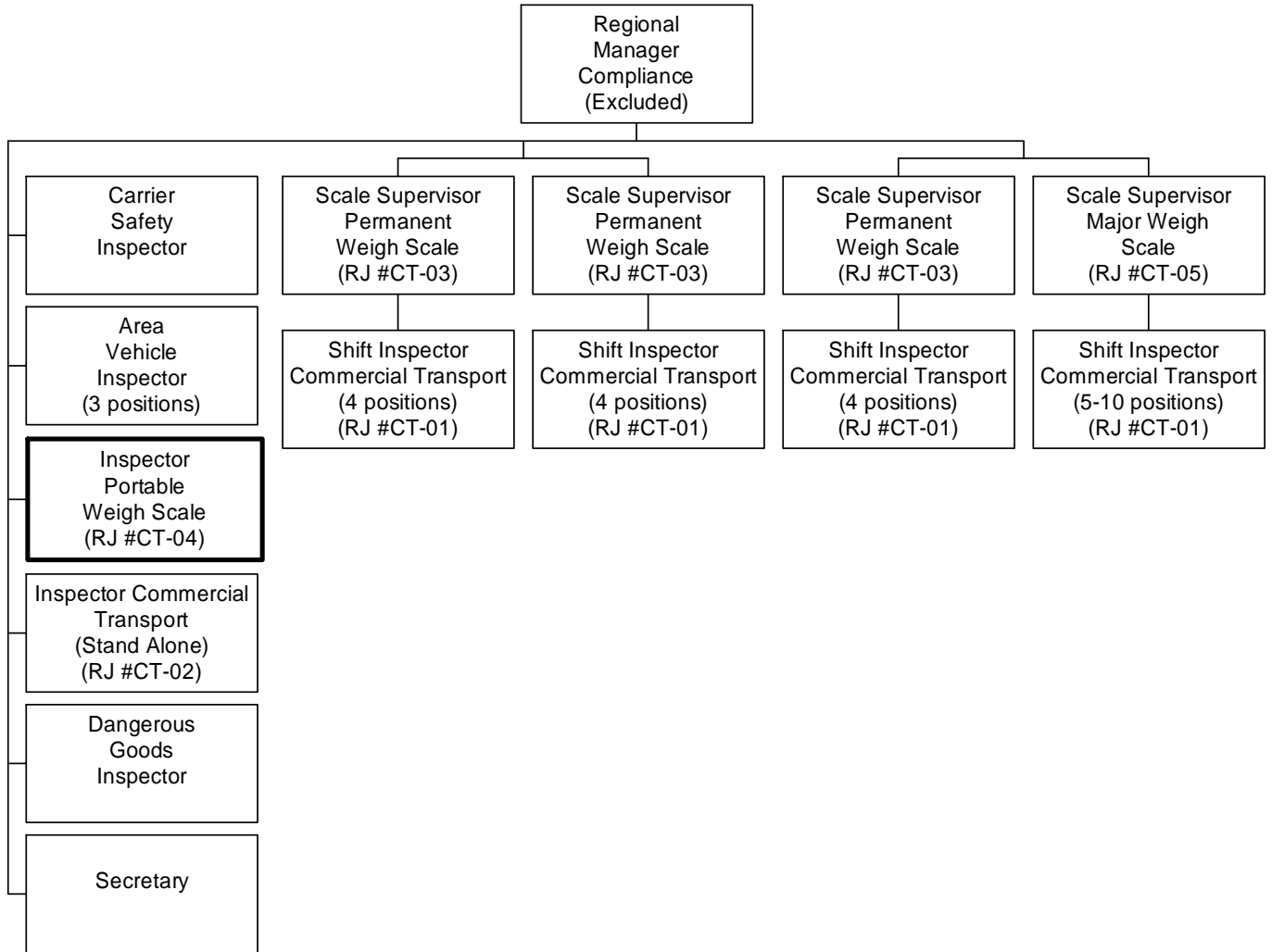
JOB DUTIES AND TASKS

1. Operates a portable weigh scale and emergency vehicles
 - a. submits statistical reports and time sheets and maintains equipment, stock, and supplies
 - b. maintains accurate records of vehicles checked, prosecutions entered, and violation notices issued
 - c. ensures that ministry vehicle is secured and maintained and accounts for travel and related expenditures
 - d. completes reports on violations, transportation policies and proposals, accident reports, scale maintenance and repairs, and vehicle repairs
2. Examines commercial vehicle licenses, insurance, and permits for compliance with applicable acts and regulations
 - a. checks commercial vehicles for proper insurance, licenses, and permits and takes appropriate action
 - b. checks vehicle operators for driver's license and proper class of driver's license to operate vehicle
 - c. inspects vehicles for proper identification and determines if vehicles are operating within permit conditions
 - d. issues permits and collect fees
3. 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 basic mechanical defects and proper load securement
 - b. inspects the general mechanical condition of vehicles
 - c. weighs vehicles using mechanical and electronic weigh scales and measures vehicles
 - d. determines vehicle overload or oversize status and whether to allow vehicle to travel, prosecute, and/or issue a permit in accordance with policy, regulations, and guidelines; calculates permit fees
 - e. documents conditions, restrictions and permit attachments to loads traveling under permit
 - f. 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
4. Enforces all applicable acts and regulations for commercial vehicles, drivers, and operators
 - a. determines if an infraction has occurred and takes appropriate action and ensure that corrective measures are taken by drivers if vehicles are in contravention of permits, licenses, and insurance
 - b. patrols highways to locate, stop, and check commercial vehicles (private too, if safety is an issue)
 - c. checks routes of proposed oversize or extraordinary loads
 - d. determines routes where possible infractions are occurring and monitors them
 - e. investigates Forests and other industry loadings
 - f. 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
 - g. initiates prosecutions and prosecutes offenders, as a Peace Officer
 - h. participates in commercial vehicle roadside checks
5. 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
6. Other related duties
 - a. assigns, monitors and reviews the work of commercial transport inspector trainees (1-5 FTE's) during their first year of employment
 - b. accounts for the cash float and for monies received, secures cash and arranges for safe delivery to the bank
 - c. reconciles and resolves daily cash discrepancies and completes and submits cash sheets
 - d. collects revenue by determining fees from schedules and balancing money for permits and fees

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- e. purchases goods and services paid for from established program funds within annual limits
- f. ensures security of the portable weight scale (vehicle, equipment, and permits).

ORGANIZATION CHART
Reference Job #CT-04



REASON FOR CLASSIFICATION

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Job Title: Inspector, Portable Weigh Scale

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of commercial transport inspection and licensing to enforce public and road safety legislation and policies for portable weigh scale operations.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation and choose an approach using a combination of accepted procedures, techniques, terminology, and equipment to conduct inspections and examinations of licenses and vehicles, and interpret laws and regulations for violations to ensure compliance to various safety and licensing acts for the operations of a portable weigh scale.</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.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to operate emergency response vehicles daily to apprehend suspected violators of commercial vehicles related legislation; and lift, pull, and push portable scales (50-300 pound weights) on an ongoing daily basis.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies, overall plans, guidelines, and standards, applies accepted work methods in a different way to operate portable weigh stations as well as 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.</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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8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of commercial transport inspector trainees (1 – 5 FTE's) during their first year of employment.</p>	CD	14
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect commercial transport vehicles that may become a public threat by removing unsafe commercial vehicles from the highway and enforcing numerous vehicle safety acts and regulations.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently check licenses and permits for compliance and to inspect commercial vehicles.</p>	C	12
11	<p>PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift, and carry heavy weights.</p>	E	24
12	<p>SURROUNDINGS Exposure to almost always working outside in all weather conditions.</p>	D	9
13	<p>HAZARDS Significant exposure to hazards from almost always working round moving vehicles, equipment and traffic.</p>	D	9

Total Points: 743.5

Level: Range 21