

JOB DESCRIPTION

Reference Job #CT-01

Ministry: Attorney General
Branch: Compliance Operations
Location: Duncan

Working Title: **Shift Inspector, Commercial Transport**
Level: Range 18
Classification: Commercial Transport Inspector

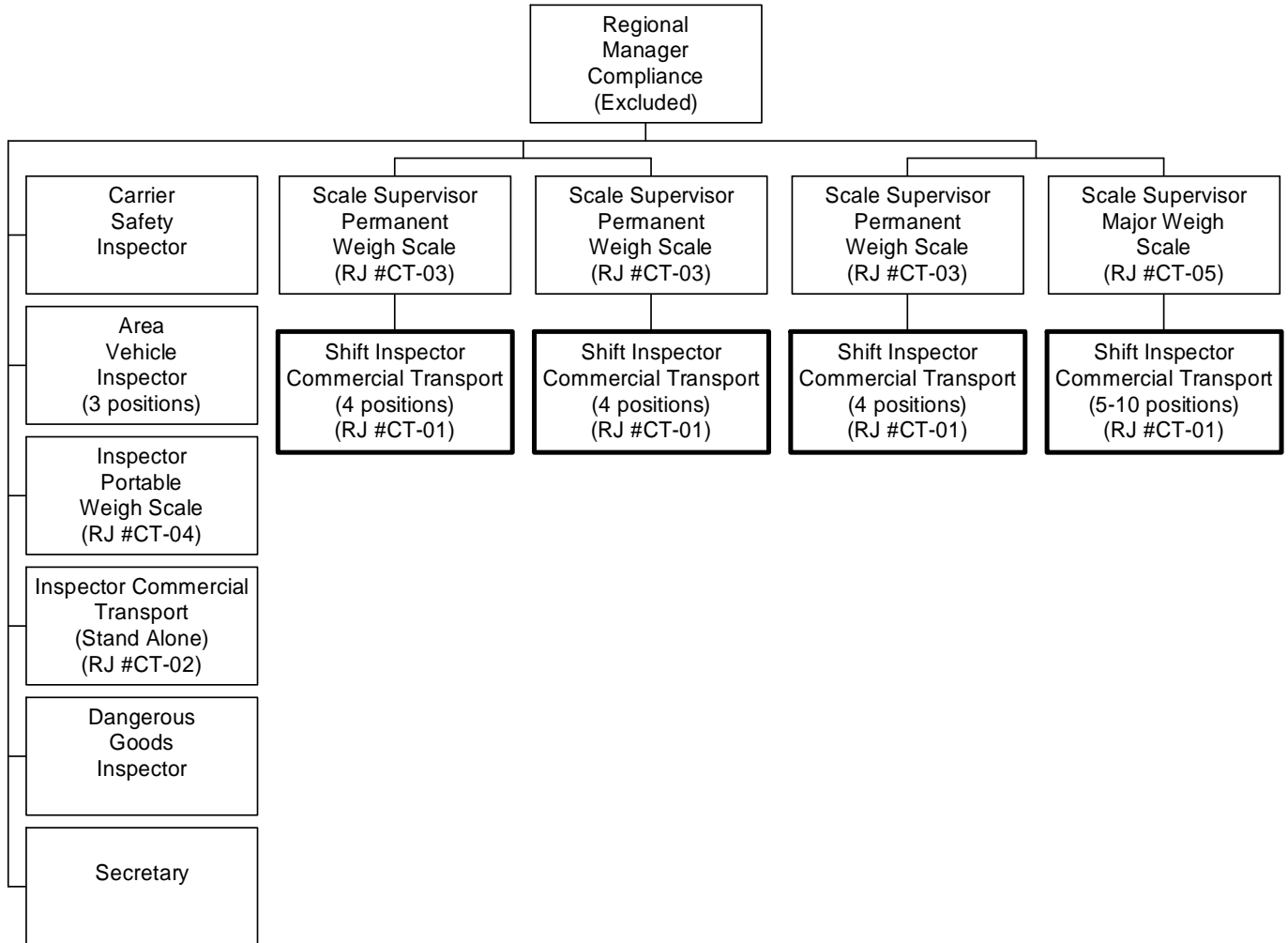
PRIMARY FUNCTION

To inspect and monitor commercial vehicles, loads, licenses, insurance, and drivers to ensure the protection of the highway system and public safety through enforcement and to collect revenue from the issuance of vehicle licenses, insurance, and permits.

JOB DUTIES AND TASKS

1. Issues and examines commercial vehicle licenses, insurance, and permits for compliance with applicable 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 vehicles are operating within permit conditions
 - f. issues permits and collects fees
 - g. obtains information from ministry and other government agencies, as required
2. 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 oversize status and whether to allow vehicle to travel, prosecute, and/or issues a permit in accordance with policy, regulations, and guidelines
 - e. calculates permit fees
 - f. documents conditions, restrictions, and permit attachments to loads traveling under permit
 - g. 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
3. Enforces all applicable acts and regulations for commercial vehicles, drivers, and operators
 - a. determines if an infraction has occurred
 - b. takes appropriate action and ensures that corrective measure are taken by drivers if vehicles are in contravention of permits, licenses, and insurance
 - c. 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
 - d. advise drivers of available options
 - e. initiates prosecutions, as a Peace Officer
 - f. participates in commercial vehicle roadside checks
 - g. prosecutes offenders, as a Peace Officer
4. Provides information relating to transportation to the general public, government, enforcement agencies, private agencies, and transportation industry
 - a. provides information on statutes, regulations, policies, and guidelines
 - b. responds to enquiries regarding policies, licenses, permits, and operation of commercial vehicles
 - c. provides advice regarding the conversion of imperial and metric sizes and weights
 - d. reviews transport equipment and proposals for compliance and safety
5. Other related duties
 - a. collects and balances revenue cash account
 - b. collects revenue by determining fees from schedules, making calculations, and receiving, recording, and balancing money for permits and fees
 - c. provides informal instruction or training to commercial transport inspector trainees during first year of employment

ORGANIZATION CHART
Reference Job #CT-01



REASON FOR CLASSIFICATION

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Job Title: Shift Inspector, Commercial Transport

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of the commercial transport inspector to enforce public and road safety legislation and policies.</p>	F	190
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, interpret laws and regulations for violations to ensure compliance to various safety and licensing acts.</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 Moderate coordination and dexterity required to operate permanent electronic weigh scales and assist in the operation of portable scales.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to determine violations, prosecute, and issue permits to ensure compliance to legislation.</p>	D	75
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.</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 provide formal training and/or instruction to commercial transport inspector trainees during first year of employment.	B	9
9	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.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently check licenses and permits and to inspect commercial vehicles for compliance.	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: 626

Level: Range 18