

**Job Class Profile:** Highway Enforcement Officer

**Pay Level:** CG-35 **Point Band:** 766-789

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	4	5	5	4	4	1	6	
Points	233	83	25	24	150	87	83	21	64	770

## JOB SUMMARY

The Highway Enforcement Officer performs advanced technical inspections on all vehicles used in the transportation industry and enforces laws, regulations, and standards governing the province's highway transportation system.

### Key and Periodic Activities:

- Performs school bus mechanical safety inspections, carrier records, and driver qualification inspections.
- Performs Commercial Vehicle Safety Alliance (CVSA) inspections of trucks, tractors, trailers, cargo tanks, dangerous goods, cargo securement, driver records and credentials, and driving time.
- Inspects ambulances' mechanical and medical equipment.
- Performs inspections of Official Inspection Stations on tools, equipment, mechanics, and records.
- Inspects public passenger buses and motor coaches as well as driver qualifications.
- Performs highway patrol to enforce the compliance of the Highway Traffic Act and Regulations.
- Responds to questions from the general public, ambulance operators, and contractors, and provides technical support as it applies to the acts and regulations.
- Investigates accidents that involve commercial vehicles at the request of the RCMP or RNC to establish the mechanical fitness of the vehicle and hours of service of the driver at the time of the accident.
- Prepares disclosure statements.
- Investigates complaints of possible violations of the regulations or acts.
- Performs carrier compliance reviews with new carriers as requested by the carrier or the employer.
- Performs compliance audits when requested by the employer.
- Provides seminars for carriers and drivers on requested regulations.
- Performs carrier safety checks and maintenance records when required or spot checks.
- Escorts excessive weight and/or over dimensional loads that require special permit conditions.
- Attends training sessions.

**Key and Periodic Activities:**

- Provides assistance to Motor Registration Division Staff by addressing technical issues with front desk customers, when requested.
- Performs roadside checks with the RCMP and RNC.

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of:
- Highway Traffic Act and Vehicle Regulations, the Transportation of Dangerous Goods Act and Regulations, Hours of Service Regulations, Cargo Securement Regulations, Pre Trip Inspection Regulations, Driver Regulations, Commercial Vehicle Maintenance Standards Regulations, Motor Carrier Act, and inspection standards under the Commercial Vehicle Safety Alliance Agreement.

**Formal Education and/or Certification(s):**

- Minimum: Journeyperson (Heavy Equipment Mechanic).

**Years of Experience:**

- Minimum: 2-3 years

**Competencies:**

- Strong interpersonal, oral and written communication skills including report writing and preparation of documents.
- Remain familiar with emerging technologies.
- Analytical and problem solving skills.

**Interpersonal Skills**

- A range of interpersonal skills include listening to information from others, asking questions, providing routine information, gaining the cooperation of others to complete work or to address issues, and dealing with angry or upset people.
- Examples of interpersonal skills: (1) listening to drivers and engaging them in general conversation which will help the Officer validate the hours driven vs what has been logged by the driver. (2) Posing questions that will lead a driver to reveal the truth about his whereabouts in the last few days. (3) Providing instruction to drivers on what he has to do to correct safety violations following a roadside inspection. (4) Presenting changes in legislation to drivers and owners in a formal training/presentation. (5) Dealing with upset individuals who are calling with problems they want resolved immediately. (6) Irrate drivers during roadside inspections.
- The most significant daily contacts are with: (1) Drivers and industry, (2) Deputy Registrar (supervisor), (3) Manager of Traffic safety.

**EFFORT****Physical Effort**

- The demands of the job occasionally result in fatigue requiring periods of rest.

- Regularly lifts objects up to and exceeding 50 lbs. (i.e. wheel chocks @10 lbs each, ramps @ 60 lbs each).
- Regular sitting, fine finger precision work, standing, walking, climbing and driving.
- Regular use of machinery or equipment requiring controlled movement, and maintaining physical balance.
- Examples: Regular driving within region, uses heavy tools and equipment when performing inspections such as wheel chocks and ramps, inspects the undercarriage of vehicles which are very confined and dangerous spaces, uses a mechanics creeper on pavement or gravel under low profile vehicles requiring pushing and pulling, uses computers for report writing and accessing databases, and climbing to access cabs of vehicles.

### Concentration

- **Visual** concentration is required when focusing on traffic when entering or exiting from under a vehicle, during inspections, safety on the inspection site, dangers when under a vehicle such as leaking hot liquids or over heated exhaust, report writing, and when using of a computer.
- **Auditory** concentration is required to. pin point air leaks, concentrating on traffic sounds when exiting from under a vehicle, noise of traffic or truck engines.
- **Alertness to the health and safety of others** is required for all safety inspections and when performing roadside inspections and traffic control.
- **Time pressures, deadlines, and interruptions** occur as a result of school bus inspections at the beginning of each school year and when a vehicle with a perishable load is stopped for inspection.
- **Lack of control over the work pace** occurs when investigating a fatal accident, court directives and providing training.
- **Exact results and precision** is required when performing inspections and when using precision tools such as measuring brake drum diameters for accident reports.

### Complexity

- Tasks and activities are different but related, involve a wide variety of responsibilities and situations, and generally require working with defined and standard work processes.
- Problems and challenges may be simple with obvious solutions, addressed by following procedures and/or guidelines, but may also require the development of practical solutions.
- Some typical challenges required to resolve: (1) Taking a commercial vehicle out of service at roadside and may be very expensive to the operator (i.e. crab bound for the US market.) (2) When summary offense tickets are issued or a vehicle is placed out of service this could be contested and a court trial required. The documents and disclosure must be prepared such as pictures, certified copies of registrations, subpoenas, and consultation with Crown Attorneys. (3) Dealing with an extremely irate driver who has mechanical problems and has driver hours of service issues. In some situations the driver may be under other influences and must try to work through the situation and may require assistance from police. (4) Officers deal with situations daily that may shut down a company or prevent a person from working. Must follow all regulations/standards and know the detail of every requirement and how it is applied.
- When addressing typical challenges, problems, or issues the incumbents may reference applicable acts and regulations, standards, criteria, inspection forms, inspection manuals, policy and procedures manual, and discussions with the Deputy Registrar, Registrar, and managers.

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are moderately prescribed and controlled.</li> <li>— Supervisory approval is not required for the scheduling of inspections for school buses, ambulances, and garages, for the purchase of gas and fluids for patrol units, and when enforcing the Highway Traffic act when on the road.</li> <li>— Supervisory approval is required for the purchase of equipment, travel arrangement, changes to policy or procedures, media interaction, and overtime. The Deputy Registrar must be contacted to take an ambulance out of service.</li> <li>— Discretion and judgement must be exercised in the stopping of a vehicle with a mechanical problem. The Officer's mechanical knowledge and judgement allows them to determine if the vehicle can be sent to the nearest repair shop or if it must be parked where it is to be repaired on sit. The safety of the driver and of the general public is the primary factor when considering the situation. Consideration must also be given to the impact/safety of leaving the truck on the side of the road requiring that it be escorted to a place where it will be completely off the highway.</li> <li>— A high level of discretion and judgement must be used when inspecting a vehicle transporting dangerous substances or perishable items.</li> <li>— On a day to day basis Officer's make discretionary judgments based on acts, regulations, standards and policies.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Generally has a positive or negative impact on the department and on drivers/industry/public as well as on equipment, processes and systems, material resources, human resources, health and safety, finances. Example: Daily tasks and activities have a direct result on the health and safety of the driver of a vehicle and on the public, on the highway infrastructure due to overweight loads, and the industry and company transporting goods.</li> <li>— In the event of a mistake or error there is a significant impact on the department/group and on the clients and general public, as well as health and safety, equipment, and material resources. Example: (1) A decision at the roadside will likely affect the operation of a client's equipment and the safety of the driver and public. (2) The cost of the load if it spoiled at the roadside, as well as the repair costs to the vehicle, would affect the driver financially (in lost work time) and the company. (3) If an accident occurs as a result of an Officer releasing a vehicle, there are emotional consequences to the officer, an impact on the department, and the driver and general public.</li> <li>— Work tasks are moderately prescribed and controlled through legislation, regulations, and standards. As well, all inspections are completed on a report form designed to capture the inspection items of the vehicle and then forwarded to the head office to be reviewed and entered on a database.</li> <li>— The time frame associated with the identification and resolution of errors is normally within hours of identification of the problem.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— There is no responsibility for the supervision of staff.</li> <li>— Provides on the job advice, guidance, direction, orientation and training to new employees.</li> </ul>

- May assume a lead role on initiatives such as roadside inspections and development of new forms.

## WORKING CONDITIONS

### Environmental Working Conditions

- Personal safety equipment includes vests, safety glasses, boots, latex gloves, slash resistant gloves, safety pylons, and reflective coveralls and uniforms. Utilizes wheel chocks, ramps, hard hat, rain suits, mobile radios, light bars, and sirens.
- There is a moderate likelihood of minor cuts/bruises/minor illnesses and a limited likelihood of fractures or other injuries resulting in partial or total disability.
- Constant requirement to travel.
- Regular exposure to noise, dirt/dust, limited lighting, vibration, fumes/odours, wet/slippery surfaces, awkward and confining work spaces, lack of privacy, heavy machinery, and adverse weather.
- Occasional exposure to limited ventilation, hazardous chemicals, heights, threats and dangers.
- Examples: Roadside inspections expose the Officer to weather conditions, confining space, climbing ladders to inspect under tarps or the height of a load, tankers with hazardous loads, waste pumper trucks and farm vehicles, upset and angry drivers, limited lighting under vehicles, fumes from exhaust, etc.