

Job Class Profile: Weighscale Inspector**Pay Level: CG-30 Point Band: 676-689**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	5	4	5	4	4	4	1	5	
Points	187	83	25	24	120	87	83	21	54	684

JOB SUMMARY

The Weighscale Inspector is responsible for the protection and promotion of public and road safety through the operation of permanent and portable inspection/weigh stations, the maintenance of the infrastructure of the province's roads and bridges, and the enforcement of various acts, legislation, and regulations.

Key and Periodic Activities:

- Promotes public and road safety and protects the provincial infrastructure by inspecting and weighing vehicles for the enforcement of vehicle weights and dimension regulations, issues tickets to violators which includes court action and follow-up action to obtain compliance.
- Performs comprehensive and technical mechanical inspections to verify compliance with the Commercial Vehicle Safety Alliance Standards (CVSA). Issues quarterly inspection certificates to vehicles in compliance, defect repair notices to vehicles in violation, and orders non-compliant vehicles out of service.
- Processes required documentation for filing of department records and National Safety Code records.
- Conducts detailed physical and mechanical inspections of school/public buses and ambulances to ensure ongoing compliance with provincial legislation and the Canadian Standards Association (CSA) standards.
- Inspects commercial vehicles for compliance with Hours of Service, Cargo Securement, the Transportation of Dangerous Goods Act, and Pre-Trip Inspection Regulations. Issues tickets, Out of Service Notices, and detains drivers/vehicles for non-compliance.
- Ensures drivers transporting dangerous goods have in their possession valid documentation pertaining to the goods transported and the validity of the operator to transport such goods in accordance with the Act and Regulations. Ensures vehicles are properly placarded and issues warnings/tickets as required.
- Issues special permits as required for overweight or over-dimensional loads and other miscellaneous permits. Collects fees by use of on-line computer systems, cash, cheque, credit card, or debit card. Provides departmental escort to ensure safety when moving excessively large loads.
- Provides technical information via VHF radio to portable enforcement personnel concerning drivers, vehicle records and profiles.
- Provides technical and administrative advice, guidance, and direction to carriers, journeypersons, business officials, and members of the general public regarding acts and regulations.

Key and Periodic Activities:

- Physically inspects and analyzes drivers' log books and trip inspection reports for compliance with regulations. Matches fuel, hotel, and ferry slips to log entries to confirm accuracy of information entered. Charges and detains non-compliant drivers and assists National Safety Code (NSC) Inspectors with audits and level 1 inspections.
- Performs inspections of authorized Official Inspection Stations. Inspections include evaluating buildings and equipment necessary for the appointment of garages to inspect cars, light trucks, vans, or commercial vehicles, school buses and ambulances.
- Assists when requested by federal, provincial, or municipal police forces during accident investigations and other investigations involving commercial motor vehicles, by checking compliance with vehicle weights and dimensions legislation, and conducting visual inspections of readily visible mechanical components. Also prepares technical inspection reports and presentation of expert analytical testimony for court purposes.
- Participates in roadside checkpoint inspections with local police and/or RCMP (i.e. seatbelt inspections).
- Attends training and seminar courses as required to maintain a required level of expertise.
- Performs taxi inspections when requested by local councils to ensure vehicles are within the provincial safety standards/regulations and municipal regulations/bylaws required to operate a taxi within the municipality.

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

- Knowledge of:
- Mechanical and working components of commercial motor vehicles and heavy equipment.
- 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: Completion of courses in Motor Vehicle Maintenance Mechanic or experience/course work in Heavy Equipment Vehicle Repair including mechanical components and air brake systems, or an Interprovincial Journeyperson Heavy Equipment Mechanic, or an equivalent combination of experience and education.
- Valid Class 5 Drivers License.

Years of Experience:

- Minimum: Less than one year experience.

Competencies:

- Commercial Vehicle Safety Alliance Standards (CVSA) training in inspection of mechanical components, cargo securement of goods, and working load limits.
- Ability to apply established inspection techniques as per CVSA guidelines and protocols.
- Ability to apply, interpret and provide advice on legislation and regulations.
- Ability to operate permanent and portable weigh stations.

- Strong interpersonal and communication skills.

Interpersonal Skills

- A range of interpersonal skills include listening to information from others, asking questions to get information, providing routine and complex information/direction to others, gaining the cooperation of others to complete work or to resolve a problem, dealing with angry and upset people, and providing expert advice or counseling to others.
- Examples of interpersonal skills: listening to drivers or persons with respect to issues involving their vehicles; providing clear and decisive instructions to drivers so they understand; communicating with clarity, completeness, simplicity, and organization to Crown Counsel; dealing with upset or angry persons on the phone or face to face requires use of listening and communication skills to calm them and identify key issues to be addressed; use of clear simple language when providing expert advice regarding legislation and acts.
- The most significant daily contacts are with (1) the trucking industry in the weighing of commercial vehicles and the provision of information, (2) local construction companies with regards to special permits, (3) and management of the Motor Registration Division.

EFFORT

Physical Effort

- Regularly required to lift objects up to 50 lbs (i.e. portable weigh scales).
- Regularly required to bend, kneel, stretch, and climb while conducting inspections.
- Regular fine finger precision work (use of a computer), sitting, standing, walking, and driving.
- During inspections are regularly required to lift up to eight weigh scales weighing 40 lbs to the truck selected to be weighed. Scales are pushed under the trucks, pulled out from under trucks, repositioned, lifted, and carried several times a day. When checking tie downs (i.e. chains or straps) on heavy equipment, pulling is required to ensure they are properly tightened.

Concentration

- **Visual** concentration is required when operating departmental vehicles, conducting inspections, watching weights on a computer screen to ensure compliance, preparing permits or other computerized documents.
- **Auditory** concentration occurs when working within high volume truck and traffic noise.
- **Other sensory demands** are required when inspecting dangerous goods shipments such as gas, oil, or propane leaks from containers.
- There are **time pressures and deadlines** associated with processing special permit applications, drivers entering and leaving the inspection stations.
- **Interruptions** occur regularly with drivers coming in to the stations with questions, phone inquiries and emails/faxes.
- Inspectors must be **highly alert to the health and safety of others** when in pursuit of violators and operating a departmental vehicle. Uses sirens, lights, public address system, and observe other traffic.
- There is a **lack of control over the work pace** as Inspectors must weigh trucks, answer phone calls, answer VHF radio, issue permits, and deal with the public at the same time.
- **Eye hand coordination** is required when computing, measuring, weighing, calculating information while observing suspected violators.
- **Exact results and precision** are required in the accurate calculations of drivers' times recorded

in log books, measuring push-rod travel on air brakes, in the precise measurement of oversize loads for charging and evidence, and analyzing log book information and documents produced by the driver.

Complexity

- Tasks and activities are different but related and require working with defined and standard work processes. Challenges and/or problems may be addressed by following established processes or may require that practical solutions be found.
- Some typical challenges required to resolve: (1) dealing with irate drivers or members of the public, (2) analyzing situations and interpreting acts/regulations/policies on an ongoing basis, (3) dealing with confrontational drivers. For example, a driver is found to be in violation of his permit with regards to weight. Asked to reduce his weight but in order to do so he must bring in specialized equipment and becomes confrontational.
- When addressing typical challenges, problems, or issues may reference Acts, Regulations, Standards, Policies, Commercial Vehicle Safety Alliance or may contact the Deputy Registrar, the Manager of Transportation Regulation Enforcement, and/or the Manager of Traffic Safety Programs.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat monitored and controlled.
- Discretion is used whether to issue a ticket or a warning and would depend upon the circumstances at hand. Determines when a vehicle is allowed to travel with visibility reduced, depending on where the Inspector is actually stationed as visibility may be clear a kilometer further up the road. Inspectors organize and perform their daily work duties independently.
- Supervisory approval is required for purchases and leave requests, to release detained drivers, or to issue special permits (i.e. extreme oversize loads). Also, when a vehicle is taken out of service due to being overweight but cannot be offloaded at the inspection station, management approval must be given to allow travel to a safe destination for the vehicle to offload or become legal.
- On a daily basis, makes decisions on a case-by-case basis and uses their discretion to determine the appropriate course of action. For example, while they can technically issue a summary offense ticket for a particular violation, they must use their skill and judgement to determine the appropriate course of action. They may decide that the driver is willing to be in compliance and provide advice and guidance to the driver to achieve this. A summary offense ticket may not be issued, or a lesser ticket or warning may be issued. Held accountable for their decisions and most decisions are made on the roadside independent of management.
- Discretion must be exercised in assessing mechanical problems (i.e. brakes out of adjustment) requiring the vehicle be parked and taken out of service, and advising the driver who would like to continue on to his facility to have them repaired. Explains to the driver that he is out of service and cannot be allowed to continue, as it would put him and others at risk in an emergency situation.

Impact

- When work tasks are completed and decisions are made by Inspectors there is a direct impact on drivers of commercial vehicles and companies, as well as their equipment, finances, facilities, human resources, health and safety, and material resources.

- In the event of a mistake or error there is a significant impact on the immediate work area, department, and customers and clients. There is also a significant impact on equipment, processes, finances, facilities, material resources, and an extreme impact on health and safety.
- Work tasks are somewhat monitored and controlled. Inspectors generally work alone and independently unless certain problems arise which require management input.
- In the event that an Inspector makes a mistake such as taking a vehicle out of service when it should not have been, there are significant impacts: equipment is tied up and not allowed to travel which impacts the company's ability to complete their work commitments and the equipment may have undergone unnecessary repairs; there is a financial loss to the company in unnecessary repairs and the vehicle/product not reaching its destination; facilities could be closed waiting on the product to arrive; and the longer a driver is on duty the greater the driver fatigue which could impact health and safety in the form of an accident or collision.
- The time frame associated with the identification and resolution of errors is normally within hours of identification of the problem. For example, if a vehicle pulls into a station and the Inspector fails to identify it as an overweight vehicle, it will be identified at the next inspection station and resolved.

Development and Leadership of Others

- There is no supervision of staff.
- Provides advice and guidance to new employees in the operation of equipment and various software programs, provides training on how to process a permit or how to interpret various acts and legislation.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear puncture proof gloves, steel toe boots, safety goggles, reflective clothing, and to carry portable radios.
- There is a limited likelihood of minor cuts/bruises/minor illnesses and injury resulting in partial or total disability.
- Regular exposure to wet or slippery surfaces, physical dangers or threats, and heavy machinery.
- Occasional exposure to dirt/dust/filth, glare, fumes, vibration, dangerous heights, isolation, sharp objects, adverse weather, and travel.
- Inspectors are exposed to vibrations from heavy equipment, dirt and limited lighting when inspecting the underside of vehicles, adverse weather conditions when performing outdoor inspections. Travel is required for mobile inspection units or to attend meetings. Physical threats and dangers from irate customers or from oncoming traffic when doing inspections.