



IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Transport Officer II	
Position Number(s)	Community	Division/Region(s)
33-0149	Enterprise	Compliance and Licensing

PURPOSE OF THE POSITION

Appointed as a uniformed Motor Vehicle Officer pursuant to the *Motor Vehicle Act*, the incumbent enforces legislation respecting commercial vehicle compliance to ensure the safe, legal operation of commercial vehicles and drivers and the protection of the Northwest Territories (NWT) highway infrastructure.

SCOPE

Located in Enterprise, this position monitors the safe movement of commercial vehicles on the NWT highway system primarily within the South Slave Region through shift work.

Reporting to the Highway Transport Officer III in the Region, the incumbent operates a Commercial Vehicle Inspection Facility and mobile patrol vehicle inspecting and weighing vehicles.

Highway Transport Officers must be prepared to take enforcement action to ensure compliance with all NWT transport legislation by the road transport industry to protect the government's financial investment in the highway infrastructure and conduct issuing services within the Region. Commercial vehicle safety Inspections must be completed to a high standard to protect all road users and reduce accidents on our highways.

RESPONSIBILITIES

- 1. Operate a Commercial Vehicle Inspection facility and conduct mobile patrols to ensure compliance by commercial vehicle traffic with NWT transport legislation for the protection of the NWT highway infrastructure and public safety.**
 - Weigh vehicles to protect highways and bridge structures from damage and calculation of overweight fees.
 - Conduct driver examinations and operate portable Issuing equipment as required ensuring correct fees are collected in accordance with GNWT (Government of the Northwest Territories) Acts, Regulations and policies.
 - Issue permits and registration documents as required ensuring correct fees are collected in accordance with GNWT Acts, Regulations and policies.
 - Operate radar equipment to monitor and enforce speed of commercial vehicle traffic.
 - Conduct Inspections on commercial vehicles and drivers to determine compliance with NWT transport legislation, commercial vehicle trip permit requirements and process Inspection forms, warning notices, Summary Offence Ticket Information's and Long Form Information's as required.
 - Maintain accurate records in order to compile activity reports.
- 2. Prepare court files related to Summary Offence Ticket Information to ensure legal and expedient court process.**
 - Accurately compile evidence and documents related to court files and briefs in order to successfully prosecute them or appears as a witness on behalf of the Department.
 - Execute warrants and court orders as directed by the courts related to enforcement actions.
- 3. Participate in other Departmental and Divisional programs in order to provide support as required.**
 - Conduct National Safety Code carrier audits for cause or to support the Department's National Safety Code random audit policies.
 - Assist the Division's issuing offices or provide issuing services to support the Departments commitment to providing efficient driver's licensing and registration services.
 - Responds to information inquiries with the ability to provide knowledgeable responses respecting commercial vehicles and driver/vehicle licensing issues.

WORKING CONDITIONS

Physical Demands

- Climbing and crawling under vehicles and lifting, pushing and pulling equipment during inspections for 4-8 hours daily.
- Operating a patrol vehicle for 1-8 hours daily.
- Using enforcement type control / defense methods – 1-2 hours daily.

Environmental Conditions

- Exposure to vehicles transporting dangerous goods and vehicle fumes, 1-8 hours daily.
- Exposure to all types of weather conditions while on patrol and inspection vehicles.
- Conditions required personal protective equipment (PPE), 4-8 hours weekly.
- Working alone in isolated areas – daily.

Sensory Demands

- Using visual and non-visual senses during vehicle inspections, 1-8 hours daily.
- Remaining alert to surroundings to ensure safety of self and others, continuously.

Mental Demands

- Must be able to think, re-act and use good judgment in confrontational situations.
- Deal with clients that can be hostile and verbally abusive.
- Normally work alone.
- Disruption in lifestyle caused by work schedules or travel requirements.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of traffic enforcement practices with a specialization in road safety and commercial vehicle compliance with the ability to interpret and enforce complex legislation.
- Detailed knowledge of the criminal justice system including rules of evidence, court procedures, and enforcement authority to properly conduct investigations and enforcement proceedings.
- Sufficient mechanical knowledge to perform Commercial Vehicle Safety Alliance (CVSA) inspections on large vehicles.
- Must maintain CVSA certification by completing the required number of inspections annually.
- Must have Transportation of Dangerous Goods (TDG) certification in order to respond to inquiries from the general public.
- Communication skills to effectively deal with upset, angry and abusive clients while acting in an enforcement capacity. Contacts are on a daily basis and may involve communications on an informal level, a highly technical or a legal level.
- Ability to coordinate and take charge in situations where management advice is not available, but where direction to the public or industry is immediately required, especially in a dangerous situation.
- Driving skills that are sufficient to successfully pass a departmental driver proficiency evaluation road test.
- Ability to print, and write clearly and legibly and use a computer, printer, fax and photocopier to communicate effectively.

Typically, the above qualifications would be attained by:

A diploma/certificate in police sciences or law and security. This is normally acquired through the completion of a two-year program in police sciences or law and security at a community college level or through a grade 12 education and three years directly related work experience in traffic enforcement with an enforcement agency responsible for commercial vehicle compliance.

A minimum of a class three driver's license with no more than 3 demerit points and no driver license suspensions, prohibitions or cancellations within the previous three years.

Must be able to successfully pass a criminal code and reference check.

Be able to pass a medical examination identifying the physical ability to climb, crawl and lift heavy objects.

Must be CVSA level I Certified.

Must be designated as a Transportation of Dangerous Goods Inspector.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred