



IDENTIFICATION

Department	Position Title	
Infrastructure	Relief Senior Driver Examiner	
Position Number	Community	Division/Region
33-15679	Yellowknife	Compliance and Licensing

PURPOSE OF THE POSITION

The Relief Senior Driver Examiner coordinates, administers, and conducts driver examinations in Yellowknife and other communities in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies, and departmental standards and procedures, to promote the safe operation of heavy and light vehicles on Northwest Territories (NWT) highways. The Relief Senior Driver Examiner is also responsible for overseeing and supporting the performance of all driver examiner activity in the NWT.

SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the planning, design, project management, construction, acquisition, operation, and maintenance of government infrastructure, including airports, buildings, ferries, highways, and bridges, and to promote the development and increased use of energy efficient technologies. The Department is also responsible for the provision of motor vehicle and mechanical/electrical/elevator regulatory safety services to the public, the provision of petroleum products to communities that are not serviced by the private sector, environmental assessment and remediation, property management, disposal of surplus property and goods, fleet management, and the marine transportation of cargo to Northwest Territories communities.

The Transport Compliance Section in the Compliance and Licensing Division is responsible for providing compliance and enforcement activities in accordance with 25 acts and regulations in addition to various pieces of federal legislation designed to improve commercial vehicle and driver fitness and the protection of highway infrastructure. The effectiveness of educational, enforcement, monitoring, and inspection programs motivates and facilitates safe operators, thereby securing safer highways for residents, industry, and visitors in the NWT.



Located in Yellowknife, the Relief Senior Driver Examiner reports to the Manager, Transport Compliance. The position is responsible for providing driver examination services in Yellowknife and surrounding communities and overseeing the work of other driver examiners in the NWT. The incumbent monitors the performance and statistical data of other examination offices throughout the NWT and recommends and provides training and other support and mentorship to driver examiners to maintain consistent service delivery across the NWT.

RESPONSIBILITIES

1. Conducts driver examinations for all classes of driver's licenses and endorsements in all combinations of light and heavy vehicles.

- Confirms the applicant's legal eligibility for licensing and that appropriate fees have been paid prior to an examination.
- Creates a calm, professional, and supportive environment and maintains fair, respectful, and proper conduct during examinations that enables applicants to perform to the best of their abilities.
- Assesses the applicant's difficulty with literacy and where necessary, facilitates an oral or translated test to reduce any literacy barriers to licensing.
- Conducts written driver knowledge tests to determine if the basic knowledge standards are met.
- Conducts full vision screening tests, determines whether an applicant's vision meets the fixed class standard, and, if not, restricts the driver's license in accordance with applicable legislation and/or refers the applicant to a vision professional.
- Conducts vehicle inspections prior to the practical test to confirm compliance with equipment regulations.
- Assesses whether the applicant appears medically fit to drive by observing general indicators such as coordination, alertness, and responsiveness. If there are concerns about medical fitness, the applicant is referred to a physician for a medical evaluation prior to testing.
- Conducts road tests to determine if the applicant possesses the necessary driving and observation skills to handle a vehicle in traffic, the knowledge to interpret directions found on traffic signs and interpret rules and regulations, and the physical ability to drive safely.
- Takes control of vehicles in potentially dangerous situations during road tests to prevent accidents and bring the vehicle to a safely parked location.
- Conducts specialized practical driving examinations for individuals with disabilities and offers guidance on adaptive strategies or supports that may help them achieve the broadest possible driving privileges, in alignment with safety standards set out in legislation. Reviews examination results with applicants providing constructive feedback and complete evaluation forms for assessments.
- Attends community locations to provide testing and licensing services.



- Conducts and administers the NWT Entry Level Training (ELT) for Class 1 commercial transport truck licensing, reviews, and examinations.
- Inspects driver and vehicle documents to confirm compliance and to mitigate issuing errors and follows up with the authority having jurisdiction to confirm corrective action has been undertaken, if necessary.
- Upon successful examination, completes the necessary records to allow for issuance of the appropriate class of license and endorsements.
- Maintains the accuracy, confidentiality, and security of official records and testing materials.
- Monitors issuing offices providing advice and guidance to the license issuer, and if necessary, reports a problem to the Manager, Transport Compliance.

2. Oversees the performance of all driver examination activity performed on behalf of the GNWT.

- Provides technical advice, support, and guidance to Driver Examiner staff in all communities on legislation, policies, and procedures.
- Monitors examination performance in all communities and reports performance statistics to the Manager for follow-up, for the purpose of maintaining consistent service delivery across the NWT.
- Provides training for new Driver Examiners and provides refresher training to appointed Driver Examiners to maintain consistency in program delivery.
- Conducts reviews of all individuals administering written driver exams on behalf of GNWT to maintain consistency in the delivery of the Driver Examination program and to identify additional training requirements and opportunities.
- Monitors and audits issuing officers in the communities that also carry out written and practical exams, to maintain consistent program delivery.
- Monitors demand for driving examinations throughout the NWT and schedules additional personnel, travel, and adequate testing days to meet the demand.
- Provides information to license issuers regarding the examination appointment booking process to provide sufficient time for examination and to avoid scheduling conflicts.
- Assists with the ongoing development, revision, and adaptation of testing materials, including test questions and papers, forms, guidelines, and reports.

3. Provides information to the public, government, and private agencies.

- Provides technical advice and guidance to law enforcement agencies and the public to promote understanding and compliance.
- Interprets legislation to law enforcement agencies and the public to promote understanding and compliance.
- Responds to inquiries and complaints from applicants, issuing offices, law enforcement agencies, and the public with respect to motor vehicle legislation, policies, procedures,



safe driving practices, applicant status and test/re-test procedures for all classes of license.

- Reports any identified issues or complaints to the Manager, Transport Compliance, recommends solutions, and works with Regional and other Divisional staff to implement solutions.
- Addresses interested groups, including youth and non-profits, in matters pertaining to driver licensing and safety practices.
- Provides advice and direction to driver applicants as to corrective action that must be taken to be eligible and/or qualified for a driver's license.
- Participates in special projects and assignments from time to time (i.e. vehicle inspections and traffic safety programs) in support of Compliance and Licensing Division programs.
- Conducts interviews with drivers who have poor driving records as identified by the Driver Demerit Point Program and completes interview reports.

WORKING CONDITIONS

Physical Demands

Position requires climbing on and crawling under vehicles during inspections; lifting, pushing, and pulling various equipment during vehicle inspections; and operate a vehicle for extended periods.

Position carries out up to 20,000 km of driving a year, including sitting or standing for extended periods of time and entering and exiting vehicles up to 10 times per shift.

Position requires the use of enforcement-type control/defense methods in antagonistic situations. The incumbent will occasionally be required to take control of a vehicle in potentially dangerous situation during a road test to prevent an accident and bring the vehicle to a safely parked location.

Environmental Conditions

Exposure to vehicles transporting various types of dangerous goods, exposure to all weather conditions when on patrol and while inspecting vehicles, exposure to vehicle fumes, and working alone in isolated areas. This position requires the use of personal protective equipment (PPE).

Sensory Demands

This position requires the use of visual and non-visual senses in the performance of duties. The incumbent must be alert to surroundings when inside/outside to protect the safety of self and others, and to maintain fair, respectful, and proper conduct during examinations.



Mental Demands

This position encounters antagonistic situations and people, and the incumbent must be able to think, react and use good judgment in responding to them. The incumbent makes decisions that frequently result in client disappointment or frustration. The incumbent normally works alone and may experience disruption in lifestyle caused by work schedules and/or travel requirements.

Travel time is estimated at 30 days a year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of applicable sections of the *Motor Vehicles Act*, related regulations, and legislation for all classes of license and all endorsements.
- Knowledge of driver examinations, licensing issuing policy and procedures.
- Ability to interpret and enforce complex legislation.
- Ability to prioritize work and coordinate schedules to maintain sufficient examination times to meet the demand.
- Ability to print, write clearly and legibly and use a computer, tablet, cell phone, printer, fax, and photocopier to communicate efficiently and effectively.
- Interpersonal, oral, and written communication skills including report writing, interacting with clients and preparation of documents.
- Communication and relationship management skills to effectively interact with clients.
- Knowledge of the impacts of colonization, and institutional and structural racism and biases, on society and in particular Indigenous people.
- Judgement and problem-solving skills.
- Ability to coordinate and take charge in situations where direction to the public or industry, especially in a dangerous situation.
- Ability to work in a team environment and independently, both in urban and rural, isolated settings.
- Driving skills and ability to operate in a client's vehicle in all weather and traffic conditions.
- Organizational skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A high school diploma and three (3) years of experience in the driver examination or training.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Class 1 and 6 driver's licenses with air brake endorsement and school bus endorsement

No driver's license suspensions, prohibitions, or cancellations within the past three (3) years.

Position Security (check one)

- ☐ 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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred