



## IDENTIFICATION

| Department      | Position Title                |                          |
|-----------------|-------------------------------|--------------------------|
| Infrastructure  | Highway Transport Officer III |                          |
| Position Number | Community                     | Division/Region          |
| 33-2215         | Inuvik                        | Compliance and Licensing |

## PURPOSE OF THE POSITION

The Highway Transport Officer III (HTO III) is appointed as a uniformed Motor Vehicle Officer pursuant to the *Motor Vehicle Act*, and is responsible for leading and supervising the Inuvik and Yellowknife Highway Transportation Officer teams as well as acting as the senior member of those teams that enforces legislation respecting commercial and passenger vehicle compliance to maintain the safe and legal operations of commercial and passenger vehicles and drivers and the protection of the Northwest Territories (NWT) highway infrastructure. The incumbent is also responsible for promoting safety to all road users through conducting driver's examinations, enforcement, and regular patrols across the territory, and to support other agencies with transport compliance and safety during accidents, natural disasters, emergencies, and construction.

## 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 of 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 and passenger



vehicle and driver fitness and the protection of highway infrastructure. The effectiveness of our educational, enforcement, monitoring, and inspection programs motivates and facilitates safe operators, thereby securing safer highways for residents, industry, and visitors in the Northwest Territories.

Located in Inuvik, the Highway Transport Officer III reports to the Manager, Transport Compliance in Yellowknife. The incumbent monitors the safe movement of commercial and passenger vehicles on the NWT highway system, carries out commercial vehicle inspection and weighing, driver examinations, general transport compliance, and transport compliance and safety during accidents, emergencies, natural disasters, and construction.

### **RESPONSIBILITIES**

**1. Oversees the implementation of the transport compliance program by the Inuvik and Yellowknife Transportation Officer Teams, operates a Commercial Vehicle Inspection Station facility, and conducts mobile patrols to maintain compliance by commercial and passenger vehicle traffic and support the National Safety Program.**

- Enforces acts and regulations to confirm commercial and passenger vehicles are properly permitted, licensed, and operating in compliance with the legislation.
- Supervises, directs, and performs highway patrols and roadside inspections to enforce compliance.
- Operates radar equipment to monitor and enforce speed of commercial and passenger vehicle traffic.
- Performs and directs the Inuvik and Yellowknife Highway Transportation Officer Teams to perform Commercial Vehicle Safety Alliance inspections of commercial vehicles, including buses, trucks, trailers, cargo tanks, cargo securement, and driver records, credentials, and records of duty status to determine compliance with NWT transport legislation, commercial vehicle trip permit requirements, and issues and oversees the issuance of process inspection forms.
- Supervises the operation of the Inuvik weigh station by the Inuvik Highway Transport Officer Team and confirms commercial vehicles and loads are within maximum legal dimensions and weight to protect highway infrastructure and road systems from damage and for public safety.
- Provides authorization to and monitors vehicles or vehicles and loads beyond the legally allowed dimensions and weight when they have been approved and permitted to travel on NWT highway infrastructure and road systems.
- Detains vehicles and/or loads until they are brought into compliance and issues warning notices, summons, offence notices for non-compliance, and removes unsafe and dangerous vehicles and drivers from the road, as required.
- Calculates, collects permit fees in accordance with GNWT acts, regulations, and policies.
- Maintains online permit support through a toll-free helpline and support request email.



- Maintains detailed and accurate records to compile weekly/monthly/yearly activity reports, track commercial activity, and reporting of statistics, accidents, and investigations.
- Conducts National Safety Code carrier audits to support the Department's National Safety Code program.
- Conducts driver examination services, including written, vision, and practical.
- Conducts and administers the NWT Entry Level Training (ELT) for class 1 commercial transport truck licensing, reviews, and examinations.
- Collaborates and works with RCMP, law enforcement, and other enforcement agencies on safety initiatives, legislation, and performing safety and roadside checks.
- Coordinates and administers the Transportation of Dangerous Goods legislation on behalf of Transport Canada.
- Represents the NWT on various provincial/territorial/federal committees with respect to Highway and Vehicle Safety.

**2. Prepares court documents, enforcement investigation reports, and officers for prosecution of commercial and passenger vehicle offences.**

- Investigates complaints of possible violations of the acts and regulations.
- Carries out enforcement investigations and gathers evidence and information for prosecution related to court files.
- Briefs legal counsel related to court files and to successfully prosecute contested violation and offence tickets.
- Appears as a witness in court on behalf of the GNWT.
- Executes warrants and court orders as directed by the courts related to enforcement actions.
- Prepares for trials in the Justice of the Peace court, acts as the Prosecutor on the Crown's behalf, or as a witness to the violation, and gives testimony in court.

**3. Carries out transport compliance and safety measures during accidents, natural disasters, emergencies, and construction to support other agencies during evacuations.**

- Attends collisions involving commercial vehicles and conducts specialized investigations to establish the mechanical fitness of the vehicle and physical fitness and hours of service of the operator at the time of the accident.
- Escorts vehicles through restricted passage areas to clear traffic and to assist with evacuations.
- Restricts access to areas during accidents, emergencies, natural disasters, and construction and support other agencies during evacuations.
- Coordinates with regional staff and contractors to maintain coverage and to mitigate and enhance safety and compliance.



**4. Enforces the *Deh Cho Bridge Act* and Regulations, through the collection of bridge tolls, issuing fines for violations, and maintaining the tolling remittance program.**

- Monitors non-remitter crossings at the Deh Cho Bridge, flagging vehicles and carriers for enforcement action for non-payment of tolls.
- Matches non-remitter crossings at the Deh Cho Bridge to a purchased permit in the DRIVES Systems.
- Monitors remitter crossings to confirm transponders are working correctly.
- Monitors the performance of the tolling systems and equipment to identify any potential issues.
- Monitors all vehicles crossing and records relevant information for each crossing in the event of equipment failure at the Deh Cho Bridge gantry.

**5. Works with other GNWT and departmental programs, providing support, monitoring, auditing, and training, as required.**

- Build partnerships and educates stakeholders to promote and enhance safety and compliance.
- Provides advice and support to by phone or in person to operators and driver licensing issuing offices on matters related to the processing of licensing and registration documents, interpretation of legislation, identifying documentation requirements, and the use of systems.
- Provides knowledgeable and timely responses with respect to commercial and passenger vehicles and driver/vehicle licensing issues.
- Research emerging vehicle and enforcement technologies and emerging legislative developments.

**6. Manages the human and financial resources of the Inuvik and Yellowknife Highway Transportation Officer Teams, including contractors.**

- Supervises and manages three full-time positions, plus casual staff, and contractors.
- Supervises the management and administration of Inuvik Weigh Station and Driver Training.
- Schedules manpower and resources to conduct regular highway patrols, issuing services, and driver examinations throughout the two regions.
- Provides leadership to the Inuvik and Yellowknife Highway Transportation Officer Teams.
- Facilitates effective and collaborative working relationships between team members and with clients, service providers, and end users.
- Establishes, reviews, and maintains efficient and effective operational methods, procedures, and facilities to support the day-to-day functioning of the team and its infrastructure.
- Develops team's annual work plans and establishes short- and long-term objectives to meet operational requirements and priorities.



- Sets performance targets and monitors progress against agreed-upon quality and performance criteria.
- Analyses and adjusts teamwork plans and workloads as required for continuous improvements and to meet critical and/or emerging issues impacting Highway Transportation Services on a territorial-wide and user-specific basis.
- Performs staff appraisals, provides effective feedback throughout the performance management cycle, and participates in team staffing and disciplinary procedures.
- Mentors and develops staff, providing support, guidance, training, and cross-training to support professional development and team efficiency and effectiveness.
- Informs staff about governmental, departmental, and divisional priorities and processes.
- Forecasts and manages the team's budget.
- Provides staff with access to necessary resources, supplies, equipment, and information.
- Administers the purchase of goods and materials in accordance with Contract Authorities or purchase cards.

## **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 requires the use of enforcement-type control/defense methods in antagonistic situations.

### **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.

### **Mental Demands**

This position will encounter antagonistic situations and people, and will be required to think, react, and use good judgment in responding to them. The position normally works alone and

may experience disruption in lifestyle caused by work schedules and/or travel requirements. Travel time is estimated at 73 days a year.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the *Motor Vehicles Act*, the *Transportation of Dangerous Goods Act* and Regulations, Hours of Service Regulations, Large Vehicle Control Regulations, Driver License Regulations, Motor Vehicle Equipment Regulations, and inspection standards under the Commercial Vehicle Safety Alliance Agreement.
- Knowledge of road safety and traffic enforcement practices.
- Knowledge of commercial and passenger vehicle compliance.
- Ability to interpret and enforce complex legislation.
- Knowledge of administrative justice and the justice system, including rules of evidence, court procedures, and enforcement authority to properly conduct investigations and enforcement proceedings.
- Interpersonal, oral, and written communication skills, including report writing and preparation of documents.
- Communication and relationship management skills to effectively interact with clients when acting in an enforcement capacity.
- Knowledge of the impacts of colonialization, 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 is required, especially in a dangerous situation.
- Ability to work in a team environment and independently, both in urban and rural, isolated settings.
- Ability to operate an emergency equipment-equipped patrol vehicle in all weather and traffic conditions.
- Ability to print, write clearly and legibly, and use a computer, tablet, cell phone, printer, fax, and photocopier to communicate efficiently and effectively.
- 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 certificate in police sciences or law with two (2) years of experience in traffic enforcement with an accredited enforcement agency or provincial or territorial agency responsible for commercial vehicle compliance, and one (1) year of supervisory experience.

Equivalent combinations of education and experience will be considered.

### **Additional Requirements**

Maintain all required certifications, designations, and licenses throughout employment.

Transportation of Dangerous Goods (TDG) Inspector designation.

Commercial Vehicle Safety Alliance (CVSA) North American Safety Inspector (NASI) Level 1 certification.

Class 1 driver's license with air brake 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