



## IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Transport Officer II	
Position Number	Community	Division/Region
33-4372	Enterprise	Compliance and Licensing

## PURPOSE OF THE POSITION

The Highway Transport Officer II (HTO II) is appointed as a uniformed Motor Vehicle Officer pursuant to the *Motor Vehicles Act* and is responsible for enforcing 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, emergencies, natural disasters, 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 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 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 NWT.

Located in Enterprise, the Highway Officer II reports to the Highway Transport Officer III (HTO III) in Enterprise. The incumbent monitors and enforces the safe movement of commercial and passenger vehicles on the NWT highway system, primarily within the South Slave Region and North Slave Region through shift work. The incumbent also patrols the entire territorial highway system, including all winter road systems, conducts commercial vehicle inspections and weighing, driver examinations, general transport compliance, and transport compliance and safety during accidents, emergencies, natural disasters, and construction.

## **RESPONSIBILITIES**

**1. Implements the transport compliance program, operates a Commercial Vehicle Inspection facility/mobile inspection patrol vehicle, and conducts mobile patrols to maintain compliance with 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.
- Performs highway patrols and roadside inspections to enforce compliance.
- Operates radar equipment to monitor and enforce speed of commercial and passenger vehicle traffic.
- Performs Commercial Vehicle Safety Alliance (CVSA) inspections of commercial vehicles, including buses, trucks, tractors, trailers, cargo tanks, cargo securement, driver records, credentials, and records of duty statuses to determine compliance with NWT Transportation legislation, commercial vehicle trip permit requirements, and issues process inspection forms.
- Operates the weigh station and confirms commercial vehicles or vehicles and loads are within maximum legal dimensions and weights 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 weights 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, issues warning notices, summons, offence notices for non-compliance, and removes unsafe and dangerous vehicles and drivers from highway infrastructure and road systems.
- Calculates and collects the permit fees in accordance with GNWT acts, regulations, and policies.
- Provides online permit support through a toll-free helpline and support request email.
- Maintains detailed and accurate records to compile activity reports, track commercial activity and reporting of statistics, accidents, and investigations.



- Conducts National Safety Code carrier audits for cause or to support the Department's National Safety Code random audit policies and the National Safety Code Program.
- Conducts driver examination services, written, visual, and practical.
- Conducts and administers the NWT Entry Level Training (ELT) program for class commercial transport licensing (trucks), 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 Transportation of Dangerous Goods legislation on behalf of Transport Canada.

**2. Prepares court documents and enforcement investigation reports related to prosecution of commercial and passenger vehicle offences.**

- Investigates complaints of possible violations of the regulations and acts.
- Carries out enforcement investigations and gathers evidence and information for prosecution related to court files.
- Briefs legal counsel related to court files to successfully prosecute contested violations and offence tickets.
- Appears as a witness 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 behalf of the Crown or as a witness to the violation, and gives testimony in court.

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

- Builds partnerships and educates stakeholders to promote and enhance safety and compliance.
- Supports the driver licensing issuing offices related to the processing of licenses and registration documents.
- Research emerging vehicle and enforcement technologies and emerging legislative developments.
- Supports the HTO III and Manager of Transport Compliance on various provincial/territorial/federal committees.

**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 must be able to think, react, and use good judgment in responding to them. The incumbent normally works alone and may experience disruption in lifestyle caused by work schedules and/or travel requirements. Travel time is estimated at 81 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 mechanical systems in large commercial vehicles.
- Knowledge of traffic enforcement practices, including road safety and commercial vehicle compliance.
- Ability to interpret complex legislation.
- Knowledge of 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 while acting in an enforcement capacity.
- Knowledge of the impacts of colonization, 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 in urban, rural, and 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, 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 high school diploma and one (1) year of experience in the motor carrier industry.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

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

Class 3 driver's license with air brake endorsement.

Transportation of Dangerous Goods (TDG) Inspector designation within one (1) year of appointment.

Commercial Vehicle Safety Alliance (CVSA) North American Safety Inspector (NASI) Level 1 certification designation within one (1) year of appointment.

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