



MOTOR CARRIER ENFORCEMENT OFFICER 1

5857

GENERAL DESCRIPTION OF CLASS

The MOTOR CARRIER ENFORCEMENT OFFICER 1 protects Oregon Highways and structures by enforcing size, weight, registration and safety laws and regulations, inspects the condition of vehicles, their drivers and their records, and the securement and containment of the loads carried on those vehicles for compliance of motor carrier operations and practices with State and Federal motor carrier laws, rules, and regulations and ensures compliance through enforcement or other regulatory actions.

DISTINGUISHING FEATURES

This is the first level of a two-level series. This level is distinguished from the higher level by the absence of responsibility for coordinating work of other Motor Carrier Enforcement Officers, special enforcement operations, construction or betterment projects (i.e., approach ramps, signal lights, signage) and administrative oversight of day-to-day operations of a district.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Enforcement Action

Independently determines and takes appropriate enforcement action, including requiring drivers to legalize their loads to conform to statutes or permits when limits are exceeded, issuing uniform traffic citations and warnings to drivers who are in violation of weight and declared weight registration requirements, dimension, drivers' hours of service, vehicle safety laws, rules and regulations and placing vehicles and drivers who pose an immediate hazard to the public out-of-service. Applies judgment when interpreting laws, rules, regulations and policies to solve unusual situations and specific cases or problems. Uses marked vehicles to pursue and stop truck drivers who fail to comply with commercial vehicle enforcement requirements.

Determines and informs violators of bail amounts, accepts bail for violations and issues receipts. Answers questions from courts and other agencies (e.g., District Attorney's office), about specific citations, explaining the facts and legal basis for issuing the citation. Testifies in court on disputed citations or provides expert witness testimony.

2. Compliance and Safety Inspections

Makes mathematical computations to determine if carriers are complying with size and weight laws, rules and regulations. Inspects vehicle combinations for compliance with vehicle configuration, coupling devices, and load securement regulations. Ensures that carriers comply with permit conditions to transport oversize or overweight loads on designated routes.

Inspects commercial vehicles, including hazardous material carriers, motor carrier drivers and cargo to ensure compliance with State and Federal safety regulations. Audits motor carrier and driver records, including log books, fuel receipts, pretrip inspection forms, shipping documents and hauling authority papers for compliance with regulations regarding drivers' hours of service, if carrier vehicles

are being properly maintained and if carrier is properly handling, packaging, and placarding hazardous materials for transporting. Recommends to motor carriers policy or operational changes necessary to bring operations into compliance.

Investigates complaints from the public and other agencies about motor carrier movements. Researches and responds to questions from the industry and public regarding motor carrier operations.

3. Technical Assistance

Researches, interprets and explains State and Federal laws, rules, and regulations to industry representatives to ensure compliance. Helps motor carrier understand safe, efficient, and economical methods of operation that minimize damage to the roadways (e.g., which permits are required to haul oversize or overweight loads or specialized equipment needed to haul the load such as special or unique tractor, trailer combinations) and ensures the safety of the motoring public. Provides technical assistance to carriers related to vehicle design requirements needed to comply with Federal and State motor carrier laws, rules and regulations and provides technical assistance to law enforcement agencies (city, county, State Police). May participate as subject instructors in motor carrier education classes.

4. Reports

Provides information and prepares paperwork for time and activity reports, purchase orders, affidavit reports, safety meeting reports, equipment service records, accident reports, expense and per diem reports, damage to highway structure reports, vehicle inspection forms, etc.

5. Miscellaneous

May assist highway maintenance crews and other agencies during emergencies by providing first response or traffic control at accident scenes, operating snowplows, sanding highways, flagging and enforcing traction device requirements. Performs routine vehicle maintenance and maintains clean work area. Gives routine information and assistance to the traveling public and disabled motorists. Monitors and evaluates test runs for hauling equipment on restricted highways and recommends and justifies approval or disapproval. May coordinate fleet, facility and scale maintenance.

RELATIONSHIPS WITH OTHERS

The Motor Carrier Enforcement Officer 1 is in contact throughout the work shift with motor carrier operators to check records, weigh and inspect vehicles, explain laws and regulations, and issue citations if violations are found. There is frequent contact with multijurisdictional Police agencies to report accidents, road conditions, problem drivers, and to request assistance.

The Motor Carrier Enforcement Officer 1 has occasional contact with staff from various federal agencies and other districts, cities or counties when assisting them with their regulatory compliance activities, or when participating in joint enforcement operations. There is periodic contact with court personnel regarding citations issued or to testify on disputed citations. There is frequent contact with the traveling public to give information on highway routes, weather and road conditions, and location of parks and scenic attractions.

SUPERVISION RECEIVED

The Motor Carrier Enforcement Officer 1 works alone and receives limited supervision. Assignments are given orally or through written instructions. Completed forms and reports are reviewed at least weekly for

accuracy and completeness and for compliance with established standards and procedures. Federal Motor Carrier Safety Regulations, Oregon Revised Statutes, Oregon Administrative Rules, and agency administrative policies and procedures provide the guidelines to ensure an effective size, weight, and safety enforcement program. The Motor Carrier Enforcement Officer 1 uses discretion to apply these guidelines and to respond appropriately.

GENERAL INFORMATION

The Motor Carrier Enforcement Officer 1 is required to wear a uniform and badge, often works alone, works flexible work shifts to provide 24-hour-a-day, seven-days-a-week coverage at required locations, operates computers to record and check compliance with motor vehicle rules and regulations and uses two-way radios and cell phones to maintain communications. The Motor Carrier Enforcement Officer 1 is required to work overtime and make overnight trips, to lift, carry and load portable scales weighing up to 50 pounds. The Motor Carrier Enforcement Officer 1 is exposed to exhaust fumes, hazardous materials and loud noises, must crawl under and climb on trucks, trailers, and loads, works in close proximity to high speed traffic and moving equipment, works in remote locations, deals with hostile people, solves conflicts and travels and works in adverse weather conditions.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

General knowledge of State or Federal laws, rules, and regulations.
General knowledge of operation and maintenance of equipment.

Skills:

Skill reading, comprehending, applying, and explaining city, county or other governmental laws, rules, and regulations.
Skill making mathematical computations with speed and accuracy.
Skill examining documentation to ensure compliance with laws, rules or regulations.
Skill entering, recording, accessing/retrieving data manually or electronically.
Skill preparing clear and concise written reports.
Skill making effective oral presentations on technical subject matter.
Skill evaluating situations and taking appropriate actions.
Skill interacting effectively with the public and coworkers.
Skill applying tact and diplomacy with others to gain cooperation.
Skill dealing effectively with hostile people.
Skill complying with rules and regulations.
Skill operating a computer.
Skill applying proper safety procedures.
Skill operating a State vehicle in the performance of duties.

Special Qualifications:

Must have a valid driver's license at time of appointment and must maintain a satisfactory driving record.
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NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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