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MOTOR CARRIER SAFETY COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, develop and administer a comprehensive safety and inspection program involving commercial motor carriers; to develop and administer a comprehensive motor carrier permitting system; to act as liaison with associated regulatory and law enforcement agencies; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Traffic Safety Division within the Department of Transportation and Development is responsible for the safety and traffic operations of the County's roads.

The Motor Carrier Program provides inspection of commercial motor vehicles with a gross weight over 10,000 pounds, issues motor carrier permits for commercial vehicles and provides information needed to safely and legally travel and transport goods and passengers in Clackamas County and Oregon.

The Motor Carrier Safety Coordinator is responsible for the development, coordination and administration of related program. The purpose of these programs is to prevent fatalities and injuries related to the movement of large trucks (over 10,000 pounds) by enforcing safety regulations and issuing permits to motor carriers to travel in Clackamas County and Oregon. Program staff partner with the motor carrier industry and the public to increase safety awareness.

The Motor Carrier Safety Coordinator is distinguished from the Weighmaster by its administrative responsibility for program development and by its lead work responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, develops, administers and monitors permit, safety and weight enforcement programs relating to commercial motor carriers; assists in the development and implementation of permit, inspection and enforcement policies and procedures.
2. Develops, implements, administers and seeks to enhance the multi-agency coordination for commercial vehicle inspections; plans, schedules and coordinates weight enforcement and safety inspection activities with Clackamas County law enforcement agencies.
3. Conducts and oversees outreach activities; provides safety education and inspection services related to the motor carrier program; responds to inquiries and complaints;

participates in the resolution of issues.

4. Coordinates heavy vehicle/equipment safety program for DTD; coordinates in-service training for maintenance personnel; conducts random safety inspections from established locations; ensures that DTD vehicles adhere to applicable rules, regulations and registration as Commercial Motor Vehicles as defined by the Oregon Vehicle Code; makes recommendations to improve and increase efficiency of safety inspections and standards.
5. Leads the work of assigned regular and temporary employees; coordinates and trains in inspection procedures and ensures appropriate licensure is maintained by inspection personnel; coordinates and assigns work as necessary; promotes cooperative team efforts among staff and with other County divisions and departments.
6. Conducts safety inspections of commercial motor carriers, including weighing and measuring loads; cites violations; coordinates motor carrier enforcement activities with law enforcement personnel; plans and organizes training and enforcement activities consistent with legislative and administrative rule changes effecting motor carrier enforcement.
7. Maintains and coordinates safety standards, policies and protocols for inspections including contact with CCOM during inspections; calls in license numbers of other descriptions of vehicles, equipment or operators to CCOM for identity verification.
8. Prepares and submits reports and other official records; maintains activity logs, weight and dimensional restrictions on the County road system; accesses confidential driving information through local law enforcement databases.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Laws, rules, codes, regulations and policies relating to motor carrier safety, inspection and enforcement, particularly ORS 810.530 (Authority of Weighmasters and motor carrier enforcement officers); protocols of notifying CCOM and speaking on Sheriff Net two-way radios.

Working knowledge of: Departmental policies and procedures, goals and objectives relating to motor carrier transportation; principles, procedures and techniques of research, program evaluation and analysis of program design and administration; budget preparation and administration, basic accounting and mathematical principles and methods; principles of team leadership and basic supervisory techniques.

Skill to: Develop, recommend and administer effective policies and procedures relating to motor carrier safety, inspection and enforcement; present comprehensive issues clearly, effectively and appropriately to all audiences, both orally and in writing; conduct staff training; utilize available resources for program development and funding support; assess and evaluate potentially hostile situations; evaluate and recommend program and policy improvements; interpret policy and procedure, rules and regulations associated with motor carrier safety inspection and enforcement; lead the work of assigned staff; establish effective working relationships with County personnel, regulatory and law enforcement agencies, the trucking industry, citizen groups and the public.

WORKING CONDITIONS

Duties require frequent walking, squatting, kneeling, bending, twisting, lying on back, reaching, grasping, fine motor control, hearing, and the ability to lift and carry up to 35 pounds, push 50 pounds, and pull 100 pounds. Duties also involve frequent to continuous exposure to loud noises, confined spaces, exhaust fumes and dust, chemicals, moving traffic, and adverse weather conditions.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Current Level 1 Commercial Motor Vehicle Safety Alliance Level I Certificate.

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

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