



CLASSIFICATION NO. 163

Established: 3/69

Reactivated: 12/96

FLSA: Non-Exempt

EEO: 7

## **WEIGHMASTER**

### **CLASS CHARACTERISTICS**

Under general supervision to conduct weight and safety inspections of vehicles using the public roadways; to provide technical information and maintain program records; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Transportation Maintenance Division within the Department of Transportation and Development is responsible for the maintenance and preservation of the County's roads, bridges, culverts, and drainage structures and equipment related to road, bridge, traffic control and ferry operations.

The Weighmaster investigates, analyzes, regulates and enforces weight and dimension, and safety regulations of trucks and other vehicles traveling County roads. The enforcement of weight limits reduces the damage to County roads and increases the safety of the motoring public.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Monitors truck traffic and enforces applicable safety laws; travels roads with portable scales and other weight measuring equipment; operates portable and stationary scale equipment; analyzes motor carriers and drivers for compliance with laws, statutes, rules and regulations regarding size, weight, measurement, vehicle configurations, highway use, permits, registration and designated routes.
2. Conducts safety inspections of motor carriers, cargo and drivers for compliance with safety regulations; reviews records regarding hours of service, fuel receipts, vehicle licensing, shipping and Commercial Driver's License requirements.
3. Determines appropriate enforcement action when violations are detected during inspection; provides verbal explanations regarding the basis for the violation and the reason for the enforcement action; issues warnings or traffic citations; designates driver unlawful to operate motor vehicles; places vehicle out-of-service; requires repair of item(s) before next trip.
4. Monitors weigh station by-pass routes; pursues and stops vehicles that are by-passing weigh station without authorization; issues citations and/or requires driver to proceed to weigh station.

5. Conducts technical trainings and provides information; explains laws pertaining to size, weight and safety; provides assistance to industry representatives regarding maximizing the use of hauling equipment and minimizing violations; provides explanations to law enforcement personnel; appears and testifies in court.
6. Prepares and submits reports and other official records; maintains activity logs, weight and dimensional restrictions on the County road system, and other records.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Current federal, state and county laws, rules, regulations, policies and procedures governing motor carrier use on County roadways; techniques of weighing and measuring motor vehicles; operation of scale and other weight measuring equipment; traffic control procedures; basic math; general office procedures and practices; English spelling, punctuation and grammar; customer service and training techniques.

Skill to: Communicate effectively, both orally and in writing; complete and maintain accurate records; prepare technical reports; correctly calculate arithmetic computations; enforce regulations with firmness and impartiality using independent judgment; resolve conflicts without assistance readily available; interpret and apply regulations and laws; operate and calibrate vehicle scales and other weighing devices; analyze vehicle weights, measures and conformance to regulations; perform vehicle safety inspections; pursue and detain suspected violators; operate computer software and other office equipment; establish and maintain effective working relationships with coworkers, government officials, law enforcement personnel, vehicle operators 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.

Must be available to work evenings and weekends.

### **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 two (2) 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 Commercial Vehicle Safety Assistance (CVSA) Level I certification per ORS 810.560.

## **PRE-EMPLOYMENT REQUIREMENTS**

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

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.

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.

Edited: 10/18