



CLASSIFICATION NO. 163  
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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 Department of Transportation and Development (DTD) provides programs and services to County residents and businesses through the following Lines of Business: Transportation Services, Development Services, Community Services, Visioning Services, and Administrative Services. The mission of the Department of Transportation and Development is to assist residents and businesses in creating vibrant, sustainable communities through innovative, responsive public services.

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 includes 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 Weighmaster inspects and weighs commercial vehicles traveling on County roads and State highways. This work is completed based on Federal Motor Carrier Safety Regulations and applicable State and County laws and ordinances. The Weighmaster also completes investigations related to commercial vehicle routing and responds to citizen complaints. Inspection and weighing of commercial vehicles are done in coordination with the Motor Carrier Safety Coordinator, law enforcement of Oregon Commerce and Compliance inspectors.

The Weighmaster is distinguished from the Motor Carrier Safety Coordinator as the latter is responsible for the development, coordination and administration of Motor Carrier Program activities and leads the work of assigned program staff.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Weighs and inspects commercial motor vehicles for compliance with applicable Federal, State and local safety laws; sets up on 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 including citations; 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. 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.
5. Prepares and submits reports and other official records; maintains activity logs, weight and dimensional restrictions on the County road system; accesses confidential information through local law enforcement databases.

### **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; protocols of notifying CCOM and speaking on Sheriff Net two-way radios.

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; operate computer software and other office equipment; maintain confidentiality of private information; 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.

## **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 Alliance (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.