

LINN COUNTY CLASSIFICATION

TITLE: WEIGHMASTER

NUMBER: 245

PAY RANGE: 17

**CATEGORY: MANAGEMENT/EXEMPT
22, 2005**

APPROVAL ORDER

NUMBER: 2005-627

DATE: November

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Independently investigate, analyze, regulate, and enforce motor carrier operations to insure compliance with County, State, and Federal motor carrier laws, rules, and regulations.

SUPERVISION RECEIVED: Works under the direct supervision of the Roadmaster who provides policy guidance, establishes priorities, and evaluates performance for conformance to policy and effectiveness.

SUPERVISION EXERCISED: Exercises supervision over all assigned subordinate personnel. Assists in the selection of new personnel, provides for training, schedules leaves of absence, evaluates performance, responds to grievances, and recommends personnel actions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Travels Linn County roads monitoring motor carrier traffic; coordinates activities with Road Department District Supervisors to address changing enforcement needs. Provides assistance to Road Department personnel regarding application of motor carrier rules. May conduct special studies, compile data, and prepare detailed written reports.
2. Operates portable scales and other equipment for weighing vehicles; checks loads for compliance with regulations; enforces applicable laws in accordance with Oregon Vehicle Code; writes citations when necessary; may require violators to park and legalize prior to proceeding.
3. Conducts safety inspections of motor carrier drivers, cargo, and vehicles for compliance with motor carrier safety regulations; reviews motor carrier records; takes appropriate enforcement action when violations are found; may take driver or vehicle out-of-service.
4. Answers questions and provides information to the public; issues transportation permits; provides education to the motor carrier industry; provides data to related agencies; assists other policing agencies in truck weighing activities or safety inspections.
5. Assists in the preparation of cases for presentation in court and appears in court as a witness in cases related to citations issued.
6. Responds to emergencies, complaints or inquiries regarding motor carrier issues and recommends appropriate action.

7. Maintains daily activity logs and other pertinent records.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of current motor vehicle and motor transportation laws and regulations, weighing and measuring techniques, vehicle inspection and traffic control procedures.

Skill in communicating effectively in both oral and written form, keeping accurate records, preparing technical reports, making arithmetic computations with speed and accuracy, enforcing regulations with firmness and impartiality using considerable independent judgment, resolving conflicts without assistance readily available, accurately executing oral and written directions, and in comprehending and applying appropriate regulations.

Ability to analyze vehicle weights and determine conformance to regulations, to safely and accurately perform vehicle safety inspections, to operate a computer, to pursue and detain suspected violators, to operate county vehicles, and to correctly and safely lift 60 pound scales. Ability to obtain the respect and cooperation of the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and one year of experience as a weighmaster or weighmaster assistant including experience in the field and office, involving duties related to law enforcement, issuing citations, issuing over dimensional permits; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record. Must be a citizen of the United States. Must possess certification in defensive driving, weights and measures, and safety inspection within one year of hire. Must be able to work a flexible schedule, when necessary. Must wear the appropriate uniform. Must be able to work under conditions involving exhaust fumes, loud noises, heavy equipment, hazardous materials and adverse weather conditions. Must pass a criminal history background investigation. Must be able to pass a pre-employment physical examination and drug and alcohol screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and maneuver around vehicles being weighed in a manner reasonably ensuring safety of self and others. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move sixty (60) pounds.