



## WEIGHMASTER

**Classification Title: #300**  
**FLSA: Non-exempt**  
**EEOC: 03**

### GENERAL STATEMENT OF DUTIES:

Independently investigates, analyzes, regulates and enforces motor carrier operations to ensure compliance with County, State and Federal motor carrier industry laws, rules and regulations.

### SUPERVISION RECEIVED:

Works under the supervision of an engineer or employee of higher grade, who assigns duties and reviews work for conformance with prescribed rules and policies and for results obtained.

### SUPERVISION EXERCISED:

Supervision of others is not a responsibility of positions in this class; however, lead responsibility over a small number of workers engaged in related activities may be required.

### EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Travels roads monitoring traffic; operates portable scales and other equipment; enforces applicable laws in accordance with Oregon Vehicle Code; checks loads for compliance with regulations; writes citations where necessary; may require violators to park and legalize prior to proceeding.
2. Conducts safety inspections of motor carrier drivers, cargo, and vehicles for compliance with safety regulations; reviews motor carrier records; takes appropriate enforcement action when violations are found; may take driver or vehicle out-of-service.
3. Issues and processes citations in accordance with established procedures of the Sheriff's Office; follows bail schedule as defined by Sheriff's Office; complies with existing defined court procedures.
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. May conduct special studies, prepare reports, and submit as required; may investigate miscellaneous complaints, provide detailed reports on findings, and recommend corrective action to resolve the complaints.

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7. May act as lead person by coordinating work of other employees to ensure the efficient operation of the division; may participate in the selection and training of new weighmasters.
8. Prepares and submits periodic activity reports and other official records; maintains daily activity logs and other pertinent records.
9. Reports slides, vehicle accidents, road hazards, road damage, vandalism, etc.; performs various work as required by Engineering Division.
10. Performs other related duties as assigned.

**RECRUITING REQUIREMENTS****KNOWLEDGE, SKILLS AND ABILITY:**

Knowledge of current motor vehicle and motor transportation laws and regulations, weighing and measuring techniques, and traffic control procedures. Skill in communicating effectively in both oral and written form, in keeping accurate records, in preparing technical reports, in making arithmetic computations with speed and accuracy, in enforcing regulations with firmness and impartiality using considerable independent judgement, in resolving conflicts without assistance readily available, in accurately executing oral and written directions, and in comprehending and applying appropriate regulations. Ability to analyze vehicle weights and measures 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 work cooperatively with coworkers and the public.

**EXPERIENCE AND TRAINING:**

1. Graduation from high school, **AND**
2. One year of experience as a weighmaster; **OR**
3. Two years experience as a commercial truck driver; **OR**
4. Two years of experience in field, office, shop or engineering work, preferably involving duties related to law enforcement, issuing citations, issuing over dimensional permits; **OR**
5. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

**SPECIAL REQUIREMENTS:**

1. Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
2. Must be a citizen of the United States and at least 21 years of age;

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3. Must be able to satisfactorily complete training courses in defensive driving, weights and measures certification and safety inspection certification within one year of hire;
4. Must be able to work a flexible schedule, when necessary.
5. Must wear the appropriate uniform for the position.
6. Must be able to work under conditions involving exhaust fumes, loud noises, heavy equipment, hazardous materials and adverse weather conditions.
7. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
8. Must be able to pass a pre-employment physical examination by a county appointed medical doctor and have good physical agility.
9. Final candidate selected for position will be required to pass a drug and alcohol screening.

**ADOPTED: 2/91****REVISED: 3/04**