

## **Motor Carrier Enforcement Officer**

### **PREAMBLE**

Positions within this series are responsible for ensuring the large displacement vehicles and public service vehicles using the Manitoba transportation system are safe and adhere to pertinent acts, regulations, policies and Federal and Provincial legislation. Positions within this series will also ensure that commercial vehicle carrier facilities adhere to pertinent acts, regulations, policies and legislation. Positions within this series are responsible for enforcing the aforementioned acts through use of a "Peace Officer" delegation in a multi-modal environment.

### **INCLUSIONS**

Positions in this series provide on-road enforcement, conduct facility audits, conduct mechanical inspections, exercise delegated authority, detain offending drivers on-site and prepare judicial documentation which include trial notices, prepare court briefs, administrative sanctioning documentation and perform investigations.

Responsibilities of the Motor Carrier Enforcement Officer (MCEO) series include but are not restricted to the following functions:

#### **Enforcement**

A position within this series is delegated the authority to detain vehicles at fixed or mobile inspection stations for serious offences as per department policies. Positions within this series will initiate appropriate enforcement and counteraction based on the findings during an assessment of a motor carrier, public service vehicle or motor carrier facility.

Incumbents possess delegated authority to take appropriate action for probable cause.

#### **Audits**

Positions within this series may be responsible for conducting formalized investigations of facilities. Upon completion of facility investigations, positions will compile and assess findings and if appropriate prepare a summary of violations and prepare a recommendation of action to address the concerns which may include recommending shut down of the facility. Positions work with companies to develop / organize / implement safety plans in order to assist commercial vehicle organizations in adhering to safety standards.

Positions within this series must ensure that all evidence obtained through facility audits is valid and shall conform to all relevant rules of evidence for presentation in quasi-judicial or judicial systems.

### **Inspections**

Positions within this series conduct detailed inspections of large displacement vehicles and public service vehicles. An inspection may include but is not limited to; lights, horns, splash guards, licences, vehicle dimensions, vehicle weights, driver hours of service relative to hours driven, mechanical fitness, crash, overweight, wheel off and complaints.

### **Investigations**

Initiate, conduct and finalize special investigations based on safety related issues reported by law enforcement agencies, other jurisdictions, carrier personnel or the general public.

Incumbents within this series adhere to established investigation and auditing policies and procedures at permanent inspection stations or a mobile inspection station.

## **APPLICATION OF THE SERIES**

Further to the inclusion statements in the preamble, the series is applied based on the general intent statement at each level and is further supported by the factors described at each level.

## **Motor Carrier Enforcement Officer (MC1)**

### **GENERAL INTENT**

This is the recruitment and training level where employees work under the direction of a more senior MCEO. Work is performed according to well defined procedures closely monitored by supervisors during initial assignments. At this level responsibilities include conducting or assisting with routine inspectional and regulatory work. Work is completed within the terms of applicable acts and pertinent regulations and within established policies and procedures. Work is consistently reviewed for accuracy and conformance to established standards during the training period.

### **Skills/Expertise Required**

- Ability to interpret relevant sections of applicable Acts.
- Ability to interpret and enforce legislation pertaining to multi-modal transportation safety and regulations.
- Ability to effectively interact with the public.
- Ability to convey information using appropriate communication skills.
- Physically capable of conducting CVSA inspections.
- Effective written and verbal communication skills.

### **Consequence of Error**

- The consequence of error may lead to an unsafe transportation system; therefore endangering the traveling public. Positions within the MCEO series are involved in enforcement of actions required to ensure drivers and vehicles on Manitoba transportation system adhere to applicable regulations.

### **Contacts**

- The Industry when performing inspections and investigations of commercial vehicles and public service vehicles on the Manitoba transportation system.
- Law enforcement agencies in order to file incident reports.
- Public
- Impacted Stakeholders
- Colleagues

## **Motor Carrier Enforcement Officer (MC2)**

### **GENERAL INTENT**

This is the full working level of the MCEO series involving the independent delivery of a variety of duties relating to enforcement, facility audits, inspections and investigations in both the highway and rail modes. Positions at this level perform enforcement, facility audits, inspections and investigations that range from routine issues to the most complex issues.

Positions are required to work independently when enforcing the rules and regulations of pertinent acts, conducting detailed facility audits, performing inspectional work on commercial transport vehicles as necessary and investigating compliance with pertinent acts and regulations. Positions at this level function independently however; there is still some check of work by superiors for accuracy and conformance to departmental standards.

There is a requirement at this level to maintain CVSA certification in order to ensure proper enforcement of acts.

**In addition to the factors required at the MC1 level the following additional skills/expertise and factors are found in positions at the MC2 level:**

#### **Skills/Expertise Required**

- Ability to interpret relevant entire Acts and Regulations.
- Ability to work independently under limited supervision.
- Ability to collect and give evidence in court.
- Ability to conduct the most complex inspections, investigations and audits of vehicles and commercial-vehicle carrier facilities.
- Ability to establish and maintain effective relationships with law enforcement, crown council, judicial system and industry officials.
- Ability to defuse hostile and dangerous situations.
- Thorough knowledge of and ability to interpret and enforce legislation, acts, regulations and policies.
- Knowledge of emergency response procedures (pursuit, driving or medical).
- Ability to collect, analyze and interpret recorded data.
- Ability to review and assess reports/proposals and make recommendations.
- Knowledge of appropriate enforcement tactics.

## **Originality**

- May provide input into the development of transportation standards, guidelines, objectives, policies, procedures and/or legislation.
- May require drawing conclusions and recommending action.
- May provide input into the development of transportation regulatory standards, guidelines, objectives, policies, procedures and/or legislation.
- Identifies and initiates action in problem areas.
- Provides interpretation of policies and legislation to guide the work of entry-level MCEOs.

## **Supervisory / Administrative Responsibility**

- Oversee and mentor the work of entry-level MCEOs.
- Assist in the training of staff.

## **Contacts**

- The traveling public when performing inspections and investigations of large displacement vehicles which include commercial vehicles, and public service vehicles on the Manitoba transportation system.
- May be in contact with industry officials in order to discuss consequences and solutions to violations of relevant regulations, legislation and acts.

## **Motor Carrier Enforcement Officer (MC3)**

### **GENERAL INTENT**

This is the supervisory level of the series where positions are responsible for supervising employees conducting investigations, inspections, audits and enforcement of pertinent acts, regulations, policies and legislation regarding Manitoba's commercial transportation system. Positions at this level ensure the work of subordinates is accurate and conforms to pertinent departmental standards.

There is a requirement at this level is to maintain CVSA certification in order to ensure proper enforcement of acts. Work is completed with considerable independence of action under limited guidance. Work is checked through reports and periodic inspections for uniformity and conformance to departmental policies and procedures by management.

**In addition to the factors required at the MC2 level the following additional skills/expertise and factors are found in positions at the MC3 level:**

#### **Skills/Expertise Required**

- Ability to identify available human, operational and information resources in order to coordinate and optimize such resources to achieve objectives.
- Knowledge of effective techniques in supervision and administration.
- Ability to directly assign, co-ordinate and review subordinate performance.
- Ability to establish and maintain effective working relationships with subordinate staff.

#### **Status of Work When Presented to the Employee**

- Assignments are received in the form of general objectives.

#### **Variety**

- Performs and directs the most complex investigations, inspections and audits.
- Supervises and allocates the work of subordinate staff
- Responsible for the success of a specific region or unit.

## **Supervisory and Administrative Responsibility**

- Supervises and organizes the work of subordinate staff within a specific region or unit.
- Co-ordinates the day-to-day duties of subordinates.
- Co-ordinates work locations and schedules shifts of subordinate staff.
- Provides training and orientation to staff within a particular region or unit.

## **Contacts**

- Senior management in order to provide input towards changes in the Department's policy and regulation.
- Provides a leadership role in national / international projects.