

**TRUCK ENFORCEMENT SCREENING STATION INSPECTOR****NATURE OF WORK IN THIS CLASS:**

This is routine to moderately complex inspection work of commercial vehicles and loads for conformity to size, weight and load restrictions as well as safety and mechanical requirements as determined by the Bridge Formula.

Employees in this class perform the full range of screening and recording incoming loads at the scale house, direct vehicles entering and leaving the facility, measuring between axle groups for Bridge Formula, and perform spotter duties as required.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Performs operating sequences to receive and exit commercial vehicles through incoming and outgoing scales.

Inspects vehicle loads and query drivers as required. Measures end-to-end components of commercial vehicles to determine compliance with weight formula and weigh scale system to ascertain actual weight and length, utilizing the Bridge Formula.

Enter load information, consignee, commercial vehicle and driver information into computer and operates truck scale to determine weight of load.

Reviews load information and determines compliance or violation of gross and axle weight of commercial vehicles. Issues permits or Notice of Violation for non-compliance to weight capacity in accordance with Public Law.

Maintains a controlled environment in the scale house to ensure proper operation of the computerized scale system.

Directs commercial vehicles in performing key starting instructions on command as they drive through the scale.

Operates traffic control devices to allow commercial vehicles to proceed to scale area and exit from facility.

Operates a computer to process proper charges to be assigned for each load and to generate charge ticket to print fees from established rate schedules for customers.

Prepares Request for Over-Weight Limit Permit application.

Maintains records of all Truck Enforcement Screening Station (TESS) violations, permits, and data pertaining to consignees with permits.

**TRUCK ENFORCEMENT SCREENING STATION INSPECTOR**

Uses computer applications or other automated systems such as spreadsheets, to record daily weight ticket issued; input data into spreadsheet for reporting purposes; uses word processing applications to prepare and issue notices to commercial vehicles.

Answers phones, records messages and provides information.

Keeps abreast of program laws and regulations, fine schedules of the Superior Court of Guam and the Commercial Vehicle Safety Alliance (CVSA).

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of weigh station procedures; standard methods, practices and techniques used in the inspection of commercial motor vehicles

Knowledge of basic mathematical skills to examine records for compliance and measure and calculate weight limits

Ability to learn and apply the Bridge Formula

Ability to apply and enforce laws, policies, rules and regulations relating to weights, loads, and mechanical requirements

Ability to operate a computerized weigh scale system for extended periods of time

Ability to use computer system applications such as spreadsheets and word processing

Ability to maintain records and prepare reports

Ability to follow oral and written instructions

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the safe operation of a motor vehicle

Skill in handling irate customers with tact and maintain self-control



TRUCK ENFORCEMENT SCREENING STATION INSPECTOR

NECESSARY SPECIAL QUALIFICATION

Must possess a valid Guam Chauffer's License

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two (2) years of general experience in regulatory enforcement type of work, or technical work involving mathematical computations and data gathering and compilation, or other related work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

ESTABLISHED: AUGUST 2022
 FLSA: NON-EXEMPT
 PAYGRADE: I

HAY EVALUATION:	KNOW-HOW:	D 1 2	132
	PROBLEM SOLVING:	C 2 (22%)	29
	ACCOUNTABILITY:	C 1 C	<u>38 (A2)</u>
	TOTAL POINTS:		199



 LOURDES A. LEON GUERRERO
 Governor of Guam



 Edward M. Birn
 Date: 2022-08-16
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 EDWARD M. BIRN, Director
 Department of Administration