

## MOTOR CARRIER PERMITS MANAGER

DESCRIPTION: This is supervisory and administrative work in the Motor Carrier Permit Section. Incumbents supervise the issuing of permits for over dimensional and overweight truck and trailer loads. Guidelines include Nebraska State Statutes pertaining to motor vehicles and reciprocity agreements issued by the Department of Motor Vehicles. Problems or precedents are referred to the Maintenance Engineer.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Collects, tabulates and maintains records of all money and permits issued for over dimensional and overweight truck and trailer loads, and transmit the monies to the State Treasurers Office.

Reviews all Legislation that pertains to Motor Carrier Permit activities and advise maintenance Engineer of the effect and disposition.

Write rules and regulations per statutes or administrative rules and attend public hearings pertaining to over dimensional or overweight permits.

Answers questions from the trucking industry and from the Department of Roads employees regarding permit activity.

Responsible for the Motor Carrier Permit Section activities and advise all district offices in the issuing of all over dimensional and overweight permits.

Coordinates and monitors related correspondence and communications.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: motor vehicle laws and reciprocity agreements with other states; scale operations; bookkeeping procedures related to permit monies.

Ability: to work with federal, state, county and local enforcement agency officials; train, coordinate and supervise the work of others; communicate orally and in writing; exercise good judgment in evaluating situations and making decisions.

MOTOR CARRIER PERMITS MANAGER (continued)

JOB PREPARATION GUIDLEINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities listed above. A general qualification guideline for positions in this class is graduation from high school plus five years experience in the Motor Carrier Permit issuing operation. Related experience may substitute for experience in the Section. Supervisory experience is desirable.