

STATE OF NEBRASKA CLASS SPECIFICATION
MOTOR CARRIER PERMITS MANAGER

EST: 06/78 – REV: 12/19
CLASS CODE: V60680

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. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not available.

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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

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.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Post high school coursework or training in administrative management or recordkeeping operations, or related field. OR Experience in interpreting, applying, and verifying conformance to State/Federal rules and regulations regarding motor carrier load permits or vehicle license registrations.

V60680 – MOTOR CARRIER PERMITS MANAGER (continued)

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).