



## Highway Traffic Officers and Investigators

Occupational Family/Code – Inspection and Regulatory: RHT, RIN

Profile created: 1996 05

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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The highway traffic officer works as part of a team involved in the delivery of highway enforcement and commercial carrier compliance programs at a permanent scale or on patrol within a region in various locations throughout Saskatchewan.

The highway traffic officer enforces transportation legislation, policies and agreements for vehicles using Saskatchewan roads. They are responsible for checking vehicle operators for licensing, certification and insurance and inspects vehicles for vehicle safety, weight and dimensions, permits and registrations. The duties of a highway traffic officer includes laying charges, appearing in court, conducting investigations, preparing reports and engaging in public relations.

In this position you will be required to work shift work, travel with overnights stays away from your home base, and be appointed a peace officer under The Police Act. In addition, you will require a Class 4 License in order to operate a police vehicle. Working conditions and physical requirements includes the ability to work in confined and limited spaces (18 inches high) to inspect the undercarriage of vehicles (up to 100 feet long), and climb on top of vehicles (up to approximately 16 feet high) in all weather conditions to accurately and thoroughly conduct inspections on vehicles.

The investigators within the Transport Compliance Branch of the Ministry of Highways and Transportation perform similar duties to that of the highway traffic officers. They use investigative and audit techniques related to the road transportation industry and are in contact primarily with vehicle owners and transportation industry personnel.



## Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

### Acts/Regulations/ Legislation

- Knowledge of applicable federal and provincial statutes/regulations, municipal bylaws and policies, programs and agreements relating to road transportation and the operation of vehicles.  
**(Learn - Highway Traffic Officers - Bring - Investigators)**
  - Knowledge of enforcement, investigative and legal/court processes, procedures and documentation related to road transportation. **(Bring)**
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### Technical

- Knowledge of ministerial organizational structure, policies, procedures and applicable administrative processes.  
**(Learn - Highway Traffic Officers - Bring - Investigators)**
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## Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

### Communication

- Ability to organize, record and present verbal and written information in a clear, concise, complete, accurate and timely manner. **(Bring)**

*Personal attributes which may link with this skill statement include: objective, assertive, confidential...*

- Ability to conduct interviews, self-initiated or in response to complaints/inquiries, to gather applicable information for potential enforcement action. **(Bring)**

*Personal attributes which may link with this skill statement include: resourceful, fair, assertive...*

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### Interpersonal

- Ability to identify, assess and/or resolve issues/conflicts with people such as violators, complainants, and stakeholders. **(Bring)**

*Personal attributes which may link with this skill statement include: assertive, objective, resourceful...*

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### Team/Independence

- Ability to work independently and as a team member within the workplace, community, other government ministries and enforcement agencies. **(Bring)**

*Personal attributes which may link with this skill statement include: dependable, self-starter, dedicated...*

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### Organizational

- Ability to plan, organize and prioritize work activities to meet program mandate independently and in consideration of deadlines and resource availability. **(Bring)**

*Personal attributes which may link with this skill statement include: decisive, dependable, self-starter...*

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### Analytical

- Ability to interpret and apply applicable federal, provincial statutes/regulations, municipal bylaws and policies, programs and agreements relating to road transportation and the operation of vehicles. **(Bring)**

*Personal attributes which may link with this skill statement include: decisive, resourceful, fair...*

- FOR INVESTIGATORS: Ability to collect, compile, identify, analyze and verify records/information to conduct audits and/or investigations related to the transport carrier industry. **(Bring)**

*Personal attributes which may link with this skill statement include: resourceful, fair, objective...*

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### Technical

- Ability to operate a police vehicle, as well as office and specialized equipment in a responsible and safe manner. **(Learn)**

*Personal attributes which may link with this skill statement include: confident, assertive...*

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### Safety/Stress/Security

- Ability to recognize and evaluate potential risks to personal/public safety and take steps to minimize and/or resolve these. **(Bring)**

*Personal attributes which may link with this skill statement include: decisive, assertive, resourceful...*



- Ability to reduce and/or manage (the effects of) stress in a non-threatening environment and potentially dangerous/threatening work environment. **(Bring)**

*Personal attributes which may link with this skill statement include: confident, optimistic, objective...*

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## **Personal Attributes**

### **(Bring)**

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

### **Personal attributes for the Highway Traffic Officers and Investigators include:**

#### **To Be...**

- fair/objective in order to develop good relations with clients/stakeholders and achieve co-operation and promote compliance uniformly within the province
- confident/assertive/decisive in order to create a favourable impression, command attention and respect and demonstrate an air of confidence (self-starter/motivator, optimistic)
- a team player in order to promote a co-operative work environment to achieve effective results and reach common goals (accountable/dependable, dedicated, motivator/leader)
- honest/ethical in order to build trust and respect, be consistent and maintain integrity to perform effectively (professional image, humble, confidential)
- approachable/resourceful in order to provide information to stakeholders relating to all aspects of the road transportation industry
- observant/problem solver in order to thrive in a lifestyle which provides public safety and protects the integrity of Saskatchewan highways (law enforcement attitude/mind set, observant, problem solver)

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