

JOB DESCRIPTION

Job Title: License and Weight Officer

Location: Panola County

Job Status: Vacancy

Dept.: County Judge's Office

Pay Range: \$24.47 Per Hour

Date Written: 6/29/23

Written By: Rodger G. McLane

Approval(s):

Job Summary:

The License and Weight Officer must be a certified peace officer who can be certified through DPS as a weight enforcement officer. Job duties include enforcing traffic laws of the State of Texas and of Panola County. Assist Commissioners with related road and bridge functions and assist general public. Assist in enforcement of public nuisance law, including illegal dumping, as necessary.

Essential Functions:

As a certified peace officer, enforce weight limits on state and county roads, route oversized vehicles on county roads, enforce all traffic laws of the Texas Traffic Code (sub-chapter E. County Traffic Regulations Art. 251.153), issue citations when necessary. Must be a uniformed officer. Must keep continuing education requirements current for Certified Vehicle Enforcement through Texas DPS. Meet with company representatives regarding routed county roads, return signed agreements to the Commissioners' Administrative Assistant to be logged. Keep all necessary files for active cases correctly filed and maintained. Assist Commissioners on damage assessment by filming road conditions and reporting such, as needed. Assist Commissioners with Public Nuisance laws, including illegal dumping.

Other Responsibilities:

Assist in any function at the discretion of the County Judge and County Commissioners, especially during an emergency.

Accountability:

County Judge and Commissioners

Supervision:

Subject to the general supervision of the County Judge and the Commissioners' Court of Panola County.

Job Specifications:

Be knowledgeable of all phases of law enforcement, especially related to the Texas Traffic law and those ordinances of Panola County Road and Bridge. Officer is required to maintain

intermediate peace officer certification, at least a Class C driver's license, and meet and maintain requirements of Certified Vehicle Enforcement through Texas DPS

Education:

High School graduate and certified peace officer.

Experience:

Knowledge of all phases of law enforcement and communication skills.

Initiative:

The License and Weight Officer should actively address the needs of Panola County in all areas, including maintenance of the office's vehicle, public interaction, proactive enforcement of the law, and supervision of County Roads.

Physical Requirements:

Must be able to pass physical exam which includes blood pressure, hearing and vision screening. Must demonstrate ability to lift minimum of 40 pounds. Be able to lift, walk, bend, carry, reach, handle, fine dexterity, kneel, climb, push, pull, hearing and vision.

Mental Requirements:

Must be able to read and write. Must show ability to understand and carry out directions with minimum supervision. Must be able to keep confidential information.