

Class Concept

This is supervisory and managerial work in directing the Oversize/Overweight Permit Unit. It involves planning, directing, establishing goals, organizing staff and monitoring all activities of the Permit Unit. Work includes establishing laws, administrative codes, developing or revising procedures and policies to coordinate the enforcement and issuance of oversize/overweight permits. Position oversees the administrative, fiscal, budgetary, personnel and technical aspects of the unit that is charged with authorizing the issuance of permits that allow/qualify vehicles or vehicle combinations with or without a load that exceed the legal dimension or weight allowed by law. The Permit Unit issues single and annual trip permits to trucking, modular and mobile home industries. The director is responsible for oversight of the collection of statutory fees and transmission fees for oversize/overweight permits. This position is expected to participate in the sharing of expert knowledge with DOT top managers, engineers and personnel; law enforcement; the trucking and mobile home industry, Military and other State and Federal personnel. Work is performed under the general supervision of the Mobility and Safety Director or State Highway Administrator, but the employee is expected to exercise independent judgment in the development, interpretation, application and enforcement of policies, rules, and regulations with the designated authority to deny, approve or restrict travel on all NC Highways.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina Motor Vehicles laws as it relates to the issuance of permission for the movement of vehicles with or without load exceeding the legal dimensions and weight established by North Carolina.
- Thorough knowledge of North Carolina General Statutes, laws, administrative codes, permits rules and regulations.
- Considerable knowledge of administrative principles and practices and State Human Resources Manual.
- Considerable knowledge of business practices normally associated with permits office for the transportation industry.
- Considerable knowledge of administrative principles and procedures.
- Thorough knowledge of transportation maintenance, pavement and construction practices and procedures.
- Thorough knowledge of supervisory principles and practices.
- Ability to conduct investigations, evaluate facts, and prepare clear, concise, written reports and recommendations.
- Ability to understand, interpret, and explain statutory requirements, rules, regulations and procedures to Agency staff and the general public.
- Ability to analyze problems and recommend solutions.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience in administrative management, research, budget and personnel. Two of the four years of required experience must include supervisory, professional administrative or coordinative program or managerial work; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.