

# JOB ROLE STATEMENT

## TRANSPORT INSPECTION OFFICER LEVEL 3

**DIRECTORATE**  
**BRANCH**

REGIONAL MANAGEMENT AND OPERATIONS  
HEAVY VEHICLE SERVICES

**CATEGORY 1**  
**POSITION NO** VARIOUS

### KEY RESPONSIBILITIES

Provide the on-road enforcement support of various Acts and Regulations for controlling the safe operation of heavy vehicles on the Western Australian road network. Provide support with gathering evidence into alleged breaches of the on-road heavy vehicle compliance requirements based on the Western Australian Heavy Vehicle legislative standards.

### KEY DELIVERIES

#### Heavy Vehicle On-Road Enforcement

- Provide on-road heavy vehicle enforcement under guidance:
  - undertake the enforcement of heavy vehicle on-road compliance in line with the legislative requirements
  - assist in the setting up of roadblocks and inspection facilities as per the compliance work instructions and policies
  - weighing and measuring vehicles to determine compliance with mass and dimensional limits
  - inspecting vehicles to determine compliance with roadworthiness and safety standards, including security of loads
  - inspecting vehicles to determine compliance with the requirements for carriage of dangerous and hazardous goods
  - identifying suspected breaches of licencing requirements (driver and vehicle)
  - inspecting vehicle records and interviewing drivers to determine compliance with WAHV legislative Standards, including vehicle maintenance and fatigue management
  - special weighing tasks of heavy vehicles including physical tasks and manual handling of equipment in adverse and extreme weather conditions whilst in locations with limited facilities
  - issue of Infringement Notices and Court Summons for non-compliance
- Undertake extensive country travel, including air travel, to isolated areas of Western Australia with regular prolonged periods away from the Perth Metropolitan Region.
- Undertake shift work including irregular start and finish work times, weekends and public holidays.
- Develop up-to-date mechanical knowledge associated with heavy vehicles and apply at vehicle inspections.

#### General Enforcement

- Provide support in:
  - conducting investigations to establish liability for offences and obtaining evidence for prosecutions
  - preparing detailed reports and supporting documentation on the alleged breaches of Acts and Regulations for court hearings
  - attending court hearings and presenting evidence for prosecutions

#### Stakeholder Relationships

- Build and maintain integrity and friendliness in relations with the transport industry and heavy vehicle operators.
- Participate in collaboration with the State and Local Government Authorities, WA Police and other stakeholder networks to establish and share the intelligence on the movement of heavy transport State-wide.
- Build and maintain collaborative working relationships within the Road Transport Compliance (RTC) Section team and other internal stakeholders within the Heavy Vehicle Services (HVS) Branch.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The occupant of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCES

The occupant of the position may be required to perform any other role within their level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the occupant's development.

### REPORTING RELATIONSHIPS

*This position reports to:*

(A) TITLE AND LEVEL

ROAD TRANSPORT COMPLIANCE CO-ORDINATOR

LEVEL 5

POSITION NO

VARIOUS

# TRANSPORT INSPECTION OFFICER LEVEL 3

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY Salaried, Wages	NUMBER
		<b>TOTAL</b>	

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

- Skill, knowledge and experience in:
  - interpreting and applying legislative requirements preferably related to the operation of vehicles on public road network
  - conducting investigations, analysis and problem solving
  - building and enhancing stakeholder relationships
  - written communication, including preparation of detailed reports
  - applying and adhering to Work Health and Safety (WHS) principles, procedures and practices preferably in relation to road safety, the performance of physical tasks and manual handling
- Knowledge of:
  - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian ‘MR’ Class (medium rigid truck) drivers’ licence or an approved equivalent.

**Special Requirements:**

Following appointment to this role and as a part of training, the appointee must be willing and able to (within 6 months of appointment) obtain as required: successfully complete ‘Drive Vehicles under Operational Conditions’, ‘Heavy Vehicle Compliance’, ‘Government Investigation’ and ‘Court Hearing Evidence’ courses/training, HLTAID011 ‘Provide First Aid’ Certificate or an equivalent, and other necessary training, as required.

**OTHER REQUIREMENTS**

Appointment to this role is also subject to:

- applicants ability and willingness to undertake rostered country shifts, traveling via air and/or road
- applicants ability and willingness to undertake shift work as rostered
- providing a current National Police Clearance
- successfully completing a pre-employment medical assessment

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

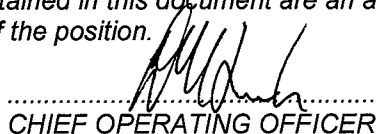
SIGNATURE

  
BRANCH/SECTION HEAD

DATE 04.06.2026

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

  
CHIEF OPERATING OFFICER

DATE 4/6/2026

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

  
EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE 5/6/26