

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VEHICLE PERMIT EVALUATOR

POSITION CODE: 47585
Effective: 8-16-87

DISTINGUISHING FEATURES OF WORK:

Under direction, determines the feasibility of proposed routes of overweight and oversized vehicles, e.g., construction, public utility, farm implement, or mobile homes; explains statutes, policies, and procedures governing movements of legal and oversize/overweight vehicles. Issues or denies permits for these movements; computes the fees for the approved permits; specifies restrictions and conditions; determines the expiration date of the permit.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives applications for permits directly by telephone or in a written format and determines the feasibility of the requested movement of overweight and oversize vehicles. Determines whether: (a) the vehicle combination conforms to legal and regulatory requirements; (b) the load is legal, exempt, or must have a permit; (c) the axle spacings and suspension system are acceptable; (d) the axle and gross weights are within practical maximum limits; (e) the size and weight requested are within reason for the particular type of equipment being moved; (f) the applicant needs and has operating authority for hauling the requested load; (g) the load has been reasonably dismantled or disassembled; and (h) sufficient information is available to issue the permit.
2. Evaluates the requested routing to ensure that the bridges have been approved for the requested weight, that there is adequate vertical and horizontal clearance, and that there are no construction or other restrictions that would prohibit the move. When restrictions exist along the requested route, determines whether an acceptable alternate route is available; advises the applicant when to reduce the load to acceptable limits; may delay the move one to two weeks while a structural analysis is conducted by the Bridge Office. Issues or denies permits based on their findings.

VEHICLE PERMIT EVALUATOR (Continued)

3. Computes the fee for permits that are issued; specifies restrictions and conditions such as numbers of escorts required; determines the expiration date, and completes the permit record.
4. Directs telephone applicant to complete form and ensures the applicant understands all restrictions and conditions of the permit.
5. Provides information in response to public inquiries regarding policy and statutory requirements for the movement of both legal and oversize or overweight loads; assists transportation representatives of other states in determining the feasibility of proposed moves.
6. Maintains records pertaining to pavement and bridge capacities, clearances of overhead structures, route closures, fees, and other data needed to evaluate permits.
7. Performs other duties as required or assigned that are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires three years of clerical experience in processing, reviewing or issuing oversize/overweight vehicle permits.

Knowledges, Skills and Abilities

Requires extensive knowledge of office principles, practices and procedures.

Requires working knowledge of business English, spelling and commercial arithmetic.

Requires ability to make accurate arithmetic mileage computations.

Requires ability to make permit approval or denial and routing decisions in accordance with laws, rules and regulations, and to apply and interpret departmental permit procedures and policies.

Requires ability to keep departmental permit and production records.

Requires ability to maintain satisfactory working relationships with other employees and the public.