**Vehicle/Equipment Operator**

**DESCRIPTION OF WORK:**

Work in this class involves the operation of vehicles and/or equipment in support of State agencies and universities. Employees may operate a variety of vehicles/equipment in the performance of daily tasks, or may

specialize in the operation of specific types of vehicles/equipment. Program areas supported may include but are not

limited to public transportation, grounds maintenance, transportation of juvenile offenders, solid waste hauling, mail transport, cargo transport, forest fire fighting, reforestation, and hydrogeological drilling. Employees may supervise temporaries or court-secured individuals in the performance of tasks.

**EXAMPLES OF COMPETENCIES:**

**CONTRIBUTING:**

- **Knowledge-Technical (Operations):** Safely and skillfully operates standard vehicles and/or equipment in the performance of recurring tasks with established parameters and limited variety. Examples of vehicles and/or equipment operated at the Contributing level may include but are not limited to: car, van, delivery truck, bus, tractor, mower, and various grounds maintenance equipment. Responsible for the safe, efficient, and timely delivery of passengers or cargo. Drives vehicles or operates equipment according to standard, established routes or set schedules. Accurately maintains standard mileage, cargo, and/or cash receipt records.

- **Knowledge-Technical (Mechanical):** Keeps vehicles or equipment clean, checks and maintains proper fluid levels. Immediately informs supervisor about problems with vehicles or equipment.

- **Safety and Health Compliance:** Performs tasks safely to avoid danger to self, co-workers or the general public. Identifies and informs supervisor of potential safety problems. Uses appropriate protective equipment in a safe manner. Performs pre-operational checks of vehicles/equipment and

is familiar with operator’s manual. Reports needed repairs to supervisor. Safely transports passengers and/or cargo. Recognizes emergency situations

and follows appropriate procedures. Obeys traffic

laws and other established regulatory requirements in performance of daily tasks.

- **Customer Service:** Consistently treats co-workers with courtesy and respect. Ability to carry out oral and written instructions. Consistently treats passengers and others affected by daily work performance with courtesy and respect. Reports difficult interpersonal situations to supervisor or other appropriate party.

**JOURNEY**

- **Knowledge-Technical (Operations):** Safely and skillfully operates specialized vehicles and/or equipment in the performance of recurring tasks with limited variety and established parameters. Examples of vehicles and/or equipment operated at the Journey level may include but are not limited

to: tractor trailer, bulldozer, backhoe, hydrogeological drilling equipment. Or, safely and skillfully operates standard vehicles and/or equipment (as noted at the Contributing level) in combination with considerable independence and variation in assignments, requiring a good understanding of organizational objectives. Plan and decide on best routes and schedules according to broad guidelines/parameters. Make decisions concerning weight and load distribution of cargo. Accurately maintain records related to load weight specifications, cargo inventory, custody of court- secured individuals, route reports, and vehicle/equipment maintenance.

- **Safety and Health Compliance:** Identifies and resolves potential safety problems and unsafe work practices; warns others of potential hazards. Shows other employees safe ways to perform job tasks or use of equipment. Informs employees of safety information. Incorporates accident prevention and corrective measures in all activities. Regularly assesses safety conditions; participates in safety inspections and drills; identifies potential hazards; and resolves problems. Demonstrates complete knowledge of established safety policies and procedures and applies to work activities.

Responds to emergency situations following appropriate procedures.

- **Customer Service:** Develops and maintains effective working relationships both within and outside of immediate work unit. Deals calmly and professionally with difficult situations or passengers and handles complaints respectfully. Receives and gives feedback calmly and professionally.

- **Knowledge-Technical (Mechanical):** Performs minor preventive maintenance. Troubleshoots equipment/mechanical problems and recognizes cause of problems.

**ADVANCED**

- **Knowledge-Technical (Operations):** Safely and skillfully operates complex, highly specialized vehicles and/or equipment in the performance of recurring tasks with limited variety. Examples of vehicles and/or equipment operated at the Advanced level may include but are not limited to: dredge equipment, hydrocrane, tugboat. Or, safely and skillfully operates specialized vehicles and/or equipment (as noted at the Journey level) in combination with considerable independence and variation in assignments, requiring a good understanding of organizational objectives. Contributes to non-routine, program-related

records and reports based on advanced knowledge of operational work as related to organizational mission. Consistently exercises independent

judgment and decision-making in performance of

daily tasks. Provides technical mentoring and training to others in operation of vehicles and equipment.

- **Knowledge-Technical (Mechanical):** Performs skilled metal fabrication such as cutting and welding. Performs major mechanical work on assigned equipment, such as rebuilding hydraulic systems or overhauling engines.

- **Safety and Health Compliance:** Demonstrates commitment to provide safe working environment by making sure that all employees have appropriate training and equipment. Participates in the development and enforcement of regulatory standards. Follows established plan(s) to ensure safety and “prepared response” in the event of an emergency. Demonstrates advanced knowledge of established safety and health policies and procedures and applies to work activities.

Oversees and coordinates emergency response efforts.

- **Customer Service:** Negotiates best method/practices for assigned tasks based on advanced knowledge of equipment capability and limitations. Independently resolves disputes with others. Negotiates the movement of vehicles/equipment onto and through private property with landowners.

**MINIMUM TRAINING AND EXPERIENCE:**

Sufficient experience to operate assigned vehicles or equipment.

**ADDITIONAL REQUIREMENTS**

Must possess necessary licenses or certifications to operate assigned types of vehicles or equipment.

**SPECIAL NOTE**

This is a generalized representation of positions in this class and is not intended to reflect essential functions per

ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.