

I. DESCRIPTION OF WORK

Positions in this banded class operate vehicles and/or equipment in support of State agencies and universities. Positions 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. Positions may supervise temporaries or court-secured individuals in the performance of tasks.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level generally operate 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.</p>	<p>Positions at this level generally operate more 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, and hydrogeological drilling equipment. Positions at this level may operate 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.</p>	<p>Positions at this level generally operate 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, and tugboat. Positions at this level may operate 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.</p>

III. COMPETENCIES

Competency	Definition
Knowledge – Technical	Technical knowledge and skill in a specific technical area(s) and ability to keep up with current developments and trends in areas of expertise. Knowledge may be acquired through academic, apprenticeship, or on-the-job training or a combination of these.
Safety and Health Compliance	Understanding of applicable policies and procedures and ability to maintain conditions that ensure a healthy and safe working environment.
Client/Customer Service	Ability to develop and maintain strong relationships with clients (those who buy goods and services and for whom formal professional services are rendered) or customers (those who consume goods and services) by listening to the client/customer and understanding and responding to identified needs.

Notes:

Where more than one area of technical knowledge is required, more than one Knowledge competency may be listed or specific needs may be documented in competency assessment. For example, if a job requires XXXX and ZZZZ knowledge, knowledge competency factors may include Knowledge (XXXX) and Knowledge (ZZZZ), as is demonstrated with operations and mechanical knowledge in section IV.

Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical (Operations)

Technical knowledge and skill in a specific technical area(s) and ability to keep up with current developments and trends in areas of expertise. Knowledge may be acquired through academic, apprenticeship, or on-the-job training or a combination of these.

Contributing	Journey	Advanced
<p>Knowledge and ability to safely and skillfully operate 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.</p> <p>Responsible for the safe, efficient, and timely delivery of passengers or cargo. Ability to drive vehicles or operates equipment according to standard, established routes or set schedules.</p> <p>Ability to accurately maintain standard mileage, cargo, and/or cash receipt records.</p>	<p>Knowledge and ability to 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, knowledge and ability to safely and skillfully operate 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.</p> <p>Ability to plan and decide on best routes and schedules according to broad guidelines/parameters. Ability to make decisions concerning weight and load distribution of cargo.</p> <p>Ability to accurately maintain records related to load weight specifications, cargo inventory, custody of court-secured individuals, route reports, and vehicle/equipment maintenance.</p>	<p>Knowledge and ability to 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.</p> <p>Ability to consistently exercise independent judgment and decision-making in performance of daily tasks. Ability to provide technical mentoring and training to others in operation of vehicles and equipment.</p> <p>Ability to contribute to non-routine, program-related records and reports based on advanced knowledge of operational work as related to organizational mission.</p>

Knowledge – Technical (Mechanical)

Technical knowledge and skill in a specific technical area(s) and ability to keep up with current developments and trends in areas of expertise. Knowledge may be acquired through academic, apprenticeship, or on-the-job training or a combination of these.

Contributing	Journey	Advanced
<p>Ability to keep vehicles or equipment clean and check and maintain proper fluid levels. Ability to immediately inform supervisor about problems with vehicles or equipment.</p>	<p>Ability to perform minor preventive maintenance. Ability to troubleshoot equipment/mechanical problems and recognize cause of problems.</p>	<p>Ability to perform skilled metal fabrication such as cutting and welding. Ability to perform major mechanical work on assigned equipment, such as rebuilding hydraulic systems or overhauling engines.</p>

Safety and Health Compliance

Understanding of applicable policies and procedures and ability to maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
<p>Ability to perform tasks safely to avoid danger to self, co-workers or the general public. Ability to identify and inform supervisor of potential safety problems. Ability to use appropriate protective equipment in a safe manner. Ability to perform pre-operational checks of vehicles/equipment. Ability to report needed repairs to supervisor. Ability to safely transport passengers and/or cargo.</p> <p>Familiarity with operator’s manual. Ability to obey traffic laws and other established regulatory requirements in performance of daily tasks.</p> <p>Ability to recognize emergency situations and follow appropriate procedures.</p>	<p>Ability to identify and resolve potential safety problems and unsafe work practices. Ability to warn others of potential hazards. Ability to show other employees safe ways to perform job tasks or use of equipment. Ability to inform employees of safety information. Ability to incorporate accident prevention and corrective measures in all activities. Ability to regularly assess safety conditions. Ability to participate in safety inspections and drills. Ability to identify potential hazards and resolve problems.</p> <p>Complete knowledge of established safety policies and procedures and ability to apply them to work activities.</p> <p>Ability to respond to emergency situations following appropriate procedures.</p>	<p>Ability to demonstrate commitment to provide safe working environment by making sure that all employees have appropriate training and equipment.</p> <p>Advanced knowledge of established safety and health policies and procedures and ability to apply them to work activities. Ability to participate in the development and enforcement of regulatory standards.</p> <p>Ability to follow established plan(s) to ensure safety and “prepared response” in the event of an emergency. Ability to oversee and coordinate emergency response efforts.</p>

Client/Customer Service

Ability to develop and maintain strong relationships with clients (those who buy goods and services and for whom formal professional services are rendered) or customers (those who consume goods and services) by listening to the client/customer and understanding and responding to identified needs.

Contributing	Journey	Advanced
Ability to consistently treat co-workers with courtesy and respect. Ability to carry out oral and written instructions. Ability to consistently treat passengers and others affected by daily work performance with courtesy and respect. Ability to report difficult interpersonal situations to supervisor or other appropriate party.	Ability to develop and maintains effective working relationships both within and outside of immediate work unit. Ability to deal calmly and professionally with difficult situations or passengers and handle complaints respectfully. Ability to receive and give feedback calmly and professionally.	Ability to negotiate best method/practices for assigned tasks based on advanced knowledge of equipment capability and limitations. Ability to independently resolve disputes with others. Ability to negotiate the movement of vehicles/equipment onto and through private property with landowners.

V. MINIMUM TRAINING & EXPERIENCE

Demonstrated possession of the competencies necessary to perform the work. Requires appropriate licenses or certifications to operate assigned types of vehicles or equipment.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.