



CLASS TITLE | HEAVY EQUIPMENT OPERATIONS AND TRAINING SPECIALIST

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Class Code: 3611

Effective Date: 10/25/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the heavy equipment training program and other related duties as assigned.

ESSENTIAL TASKS:

- Develops and coordinates the heavy equipment training program for the City of Tulsa
- Conducts heavy equipment training, manages the class schedules, assessments, and testing
- Coordinates all equipment needs for classes and assessments and oversees equipment repairs and maintenance for the Safety Training Section
- Performs job site inspections and provides inspection reports to departments
- Investigates public and private collision and incident claims, analyzing and assessing liability issues and providing preventative suggestions pertaining to related collisions and injuries
- Assists with the citywide fleet safety program, identifying safety issues and suggesting improvements
- Collects, enters, and organizes heavy equipment program information and maintains pertinent records and files
- Creates customized curriculum and conducts specialized heavy equipment schools, training classes, and assessments for individuals with special needs as required
- Oversees Safety Training Center track and field training area upkeep and maintenance, assists in planning training area improvements, and coordinates training area and track use for external and internal user groups
- Assists safety staff with the development and revisions of the safety and health policy
- Provides heavy equipment operator assessments for internal and external job candidates and internal progression applicants
- Performs basic Safety and Health Specialist duties as needed
- Conducts 3rd party commercial driver's license examinations
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED) **and,**
- (b) six (6) years of experience in heavy equipment operation; or an equivalent combination of training and experience;

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months of employment in the position.

Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Employee is eligible for a one-time stipend of \$1800.00 upon certification as a trainer for driver improvement training as approved by management.



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the operations, repair and maintenance of heavy equipment
- Good knowledge of adult learning principles and techniques for training purposes
- Good knowledge of the hazards and safety precautions of heavy equipment operation
- Good knowledge of investigation principles, practices, and procedures

Ability to:

- Ability to gather and assimilate information relevant to preparing heavy equipment coursework
- Ability to assess an individual's skill in the use of equipment; ability to communicate effectively, both verbally and in writing
- Ability to compile reports
- Ability to develop and conduct an effective heavy equipment training program
- Ability to investigate, analyze and assess heavy equipment related issues
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives.

Skill in:

- Advanced level skill in heavy equipment operation; and skill in the operation of personal computers and specialized audio/visual equipment.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; subject to: standing, walking, sitting, reaching, climbing, bending, and handling; occasional kneeling, bending and feeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Class "A" Commercial Driver's License (CDL); **and**
- b) Possession of forklift training and excavation competent person certifications within six (6) months of hire date; **and**
- c) Possession of a 3rd party commercial driver's license examiner certification within 1 year of hire.

WORKING ENVIRONMENT: Working environment is outdoors and indoors and may require traveling to various City locations to conduct training sessions or investigations.

EEO Code: N-07

Group: Clerical and Administrative

Series: General Administrative