

Job Class Code: 4255	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to train employees to operate motorized equipment. The class is responsible for planning and conducting training, preparing training schedules, tracking equipment maintenance, testing and operating equipment, and collaborating with personnel. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Develops and conducts training on the operation of motorized equipment programs for field force. • Prepares and implements training schedules to give laborers and equipment operators the opportunity to obtain the skills for advancement. • Maintains departmental records on employees' progress towards training objectives. • Coordinates with division and maintains a tracking database on the status and maintenance of equipment. • Tests, operates, and performs minor repairs on equipment to maintain flow of operations. • Collaborates with safety and garage personnel to ensure compliance with regulations and repair of equipment. • Performs related tasks as necessary such as assisting with OSHA computer training. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice.
Reasoning Requirements	Performs coordinating work involving assisting in the development of departmental policy and guidelines, with constant problem solving.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Read technical instructions, procedures manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composing routine reports and specialized reports, forms and business letters with proper format; speaking in compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical level work requiring a general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, requiring a few decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.

Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A current Commercial Driver's License (CDL) is required and must be maintained. Specialized certifications may be required based on department assigned. CPR must be obtained within 6 months.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.