

# Classification and Qualification STANDARDS

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## Equipment Operation Series

<b>Class Title</b>	<b>Class Code</b>	<b>Date Revised</b>	<b>FLSA</b>
<i>Light Automotive Equipment Operator</i>	6363	04-01-2005	<i>Non-Exempt</i>
<i>Heavy Equipment Operator/Bus Driver</i>	6366	04-01-2005	<i>Non-Exempt</i>
<i>Heavy Construction Equipment Operator</i>	6367	04-01-2005	<i>Non-Exempt</i>

*Classification Standard Reformatted: 03-01-2014*

### **OVERVIEW:**

Incumbents in the Equipment Operation Series perform skilled driving of automobiles, trucks, buses and other vehicles defined as “buses”. According to the California State Vehicle Code, incumbents may drive tractor-trailer rigs for hauling heavy loads or operate tractors, earthmoving and other special purpose mobile and vehicular equipment requiring special operating skills, methods and techniques for agricultural and grounds improvement projects. Typically, drivers and operators service and make minor adjustments and repairs to the vehicles they operate.

Incumbents in this series must involve driving or operating equipment for 50% or more of the assignment. Depending on the assignment, incumbents may be required to perform manual labor associated with the use of equipment. The three classifications defined in this series relate to the kind, size, or weight of vehicle operated and the classification of California State driver’s license required.

***Light Automotive Equipment Operator*** – Incumbents operate equipment and vehicles such as ½ ton to 4 ton, 2-axle trucks with up to 5-speed transmissions.

***Heavy Equipment Operator/Bus Driver*** – Heavy Equipment Operators drive automotive equipment of three or more axles and any such vehicle towing vehicles weighing less than 6,000 pounds. Bus Drivers operate buses, vans, trams and other automotive vehicles defined as “buses” according to California State Vehicle Code, including vehicles designed for carrying 15 or more persons including the driver.

***Heavy Construction Equipment Operator*** – Incumbents operate heavy, complex construction equipment and similar kinds of large mobile equipment.

### **LIGHT AUTOMOTIVE EQUIPMENT OPERATOR**

Light Automotive Equipment Operators perform skilled driving and operation of equipment and vehicles such as ½ ton to 4 ton, 2-axle trucks with up to 5-speed transmission; small wheel-type tractors, including those with special purpose attachments such as backhoes, mowers, buckets, blades, cultivators and rakes; trench diggers (Ditch Witch, Davis type), loaders (1/4 to 1 cubic yard or less bucket capacity), small rollers; and forklifts typically under 3-ton capacity.

Operation of vehicles must be the major function of the position, although duties of the classification typically include servicing and making minor repairs to the equipment operated and depending on assignment may include the performance of heavy manual labor tasks related to loading and unloading of freight, furniture, farm products, gravel, rubbish and other materials.

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## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Knowledge of the rules of safe driving and the provisions of the State of California Vehicle Code pertaining to operation of vehicles described in the appropriate classification; and State of California General Industrial Safety orders related to the assigned tasks of the classification, particularly those related to vehicle and equipment operation, construction methods and practices, and the lifting and moving of heavy loads.

### ***Abilities:***

Ability to operate assigned equipment safely; recognize safety hazards and follow practices and laws to insure safety; follow manuals and guidelines pertaining to operation of State vehicles; load and unload vehicles correctly and safely; follow oral and written instruction; read and write at a level appropriate to the duties of the position; establish and maintain cooperative working relationships with other people; service and make routine repairs of equipment operated; and perform manual labor as required by the duties of the position.

### ***Experience:***

Equivalent to one year of paid or regularly assigned driving experience in a job involving operating a delivery vehicle, truck, tractor, bus, or automotive maintenance equipment.

### ***License:***

Possess appropriate license for each vehicle operated and may be required by the State of California Vehicle Code to carry appropriate certification while driving. Drivers of State-owned vehicles must maintain a good driving record\* which will be checked periodically with the Department of Motor Vehicles.

## **HEAVY EQUIPMENT OPERATOR/BUS DRIVER**

Bus Drivers operate buses, vans, trams and other automotive vehicles defined as “buses” according to California State Vehicle Code, including vehicles designed for carrying 15 or more persons including the driver. Bus drivers are responsible for safe operation of passenger-carrying vehicles and for servicing and making minor repairs and adjustments to the vehicles they operate and must insure safety checks required on the buses they operate. Persons assigned to this classification on a part-time, or single assignment (trip) basis must have the same license which is required for persons operating buses routinely. Drivers in this classification are required to carry, while driving, the appropriate driver’s license, including an approved medical certificate within two years from date of driving.

Heavy Equipment Operators drive automotive equipment such as trucks and other vehicles of three or more axles and any such vehicles weighing less than 6,000 pounds gross. Typically, equipment operated in this classification includes trucks of three or more axles with compound or two-speed transmissions, such as dump, dirt, base material, and rubbish trucks; loaders (above one cubic yard capacity); other heavy equipment requiring special operating and maneuvering skills for such vehicles as types of large street sweepers used to clean public streets. The size and complexity of the equipment is a key classification factor when the size and complexity result in the need for judgment and skill to provide safe operation in situations where the hazards to life and property could be great.

In addition, incumbents in this classification may be required to perform heavy manual labor involved in servicing and making minor repairs on the equipment operated and in loading and unloading heavy, bulky containers or other items characteristic of loads carried on heavy equipment.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Knowledge of the rules of safe driving and the provisions of the State of California Vehicle Code pertaining to operation of vehicles described in the appropriate classification; and State of California General Industrial Safety orders related to the assigned tasks of the classification, particularly those related to vehicle and equipment operation, construction methods and practices, and the lifting and moving of heavy loads.

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**Abilities:**

Ability to operate assigned equipment safely; recognize safety hazards and follow practices and laws to insure safety; follow manuals and guidelines pertaining to operation of State vehicles; load and unload vehicles correctly and safely; follow oral and written instruction; read and write at a level appropriate to the duties of the position; establish and maintain cooperative working relationships with other people; service and make routine repairs of equipment operated; and perform manual labor as required by the duties of the position.

**Experience:**

Equivalent to one year of paid truck driving, automotive equipment operation, or bus driving experience, including operation of heavy trucks of three axles or more, or large loaders, forklifts or other equipment; or equivalent to one year of paid or regularly assigned driving experience, preferably involving bus driving or chauffeuring, or driving a car pool or other experience driving passenger carrying vehicles.

**License:**

Possess appropriate license for each vehicle operated and may be required by the State of California Vehicle Code to carry appropriate certification while driving. Drivers of State-owned vehicles must maintain a good driving record\* which will be checked periodically with the Department of Motor Vehicles.

**HEAVY CONSTRUCTION EQUIPMENT OPERATOR**

Heavy Construction Equipment Operators operate very heavy trucks, tractor-trucks and heavy construction equipment which can be operated only by a highly skilled operator. Heavy equipment include large track-type tractors (Cat D-6 or larger), large-earth-moving equipment, motor graders, cranes, heisters, large loaders (usually over 1 ½ cubic yard capacity), forklifts (including 2 ½ ton capacity), trenching machines (over 30" depth), large backhoes, large bulldozers, asphalt paving machines, large rollers (eight ton and over) used for improvement of campus roads, parking lots, building site preparation, etc., and operate large tow trucks, tractor semi-trailer combinations such as those used for hauling extremely heavy machinery, equipment, and other materials. Incumbents in this classification, while assigned to operate equipment, also may perform incidental laboring tasks in connection with the project undertaken. This classification involves operation of the heavy, complex construction equipment and similar kinds of large mobile equipment for 50% or more of the work time.

**MINIMUM QUALIFICATIONS:****Knowledge:**

Knowledge of the rules of safe driving and the provisions of the State of California Vehicle Code pertaining to operation of vehicles described in the appropriate classification; and State of California General Industrial Safety orders related to the assigned tasks of the classification, particularly those related to vehicle and equipment operation, construction methods and practices, lifting and moving of heavy loads; standard heavy construction equipment methods and techniques for earth movements.

**Abilities:**

Ability to operate assigned equipment safely; recognize safety hazards and follow practices and laws to insure safety; follow manuals and guidelines pertaining to operation of State vehicles; load and unload vehicles correctly and safely; follow oral and written instruction; read and write at a level appropriate to the duties of the position; establish and maintain cooperative working relationships with other people; service and make routine repairs of equipment operated; perform manual labor as required by the duties of the position; move earth according to specifications for slope, grade and specific measurements.

**Experience:**

Equivalent to one year of heavy equipment operation, including regular or intermittent operation of vehicles, preferably related to heavy construction such as large track-type tractors, large tow trucks, tractor semitrailer combinations, bulldozers, or land planes and involving routine service and minor maintenance of the vehicles operated.

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**License:**

Possess appropriate license for each vehicle operated and may be required by the State of California Vehicle Code to carry appropriate certification while driving. Drivers of State-owned vehicles must maintain a good driving record\* which will be checked periodically with the Department of Motor Vehicles.

\*Good driving record is interpreted according to *UCAM 6562* which requires each employee who drives a State-owned vehicle to certify that s/he has been issued not more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.