



Office of Human Resources
Tractor Trailer Operator - CJ2960
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General Statement of Duties

Operates a semi-tractor trailer to transport large and heavy vehicles, construction equipment, and hauling materials from one location to another, requiring a high degree of skill in loading and unloading cargo and materials, and performs light to heavy physical labor.

Distinguishing Characteristics

The Semi-Tractor Trailer Operator is the third level within a four level equipment operator series in order to transport and haul materials, goods, equipment, and large and heavy construction and earthmoving equipment from one location to another, which include storage facilities, worksites, transfer facilities, and dumpsites.

Level of Supervision Exercised

None

Essential Duties

Operates a semi-tractor trailer, lowboy, box, or hauler to transport and haul materials, goods, equipment, and large and heavy construction and earthmoving equipment from one location to another, loads and unloads cargo, materials, and supplies, while operating the semi-tractor trailer within intercity routes.

Identifies the equipment needs for each assigned project and ensures compliance with safety guidelines and standard with regard to equipment operations and worksite safety while operating equipment and related tools in a variety of working conditions.

Performs pre and post trip inspections of vehicles and equipment, which includes inspecting vehicles and equipment for damage, and loose or worn parts, ensuring tires and tire pressure meet standards for operation, and inspects other mechanical and moving parts to ensure the safe operation of the equipment.

Observes on-board instruments and controls while operating equipment and takes routine corrective action if malfunctions are indicated.

Performs manual labor in the construction, maintenance, and repair of City infrastructure when not driving or operating equipment at the worksite.

Performs preventative maintenance of equipment, which includes washing vehicles and equipment, topping off fluids and oil, fueling vehicles and equipment, and making minor repairs as advised by a mechanic.

Keeps trip records and logs, reports vehicle defects and operational issues, reports accidents and traffic violations, which includes damage to the vehicle.

Responds to public inquiries in a courteous manner and provides information within the area of assignment.

By position, participates in snow removal duties and responsibilities.

By position, provides training to less experienced employees.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Knowledge of materials, methods, and appropriate tools to construct, maintain, or repair road surfaces including sidewalks, parking lots, runways, etc.

Knowledge of principles and methods for operating industrial equipment.

Knowledge of motor vehicle engines, parts, and systems including their designs, uses, repair, and maintenance.

Mechanical – Knowledge of machines and tools including their designs, installation, uses, repair, and maintenance.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience operating equipment at the Semi-Tractor Trailer Operator level or three (3) years of experience operating medium sized, specialized equipment.

Education & Experience Equivalency

Additional appropriate experience may be substituted for the minimum education requirements.

Licensure & Certification

This job requires driving. Requires a valid Commercial Driver's License (CDL "A") with appropriate endorsements at time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to: hazards from elector/mechanical/power equipment.
Potential exposure to: temperature changes and variations in temperature from hot to cold.
Potential exposure to: contact with water or other liquids.
Subject to: long irregular hours.
Subject to: many interruptions.
Subject to: injury from moving parts of equipment
Subject to: hazards from flammable and explosive gases.
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: performing work through using two or more.
Repetitive Motions: making frequent movements with a part of the body.
Feeling: perceiving attributes of objects by means of skin receptors.
Lifting: raising or lowering an object of more than 50 pounds from one level to another.
Standing: remaining on one's feet in an upright position.
Sitting: remaining in the normal seated position.
Climbing: ascending or descending objects usually with hands/feet.
Walking: moving about on foot.
Carrying: transporting an object usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.
Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
Stamina: exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects).
Physical Strength: exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Background Check Requirement

Criminal Check
Employment Verification
Motor Vehicle Record

Assessment Requirement

Performance Test

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-618
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: