

CLASS TITLE: HEAVY EQUIPMENT TRAINING DEVELOPMENT SPECIALIST

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

ESSENTIAL TASKS:

- Develops and coordinates the heavy equipment training development program for the City of Tulsa
- Conducts heavy equipment training, managing 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 heavy equipment jobsite inspections and reports related use violations
- Investigates public and private heavy equipment 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 provides training area customer service for external and internal user groups
- Assists safety staff with 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 Analyst duties as needed
- Must report 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: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of experience in heavy equipment operation, with lead operator experience preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months 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.

Knowledge, Abilities and Skills: 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; and good knowledge of the principles, practices and procedures of a heavy equipment investigation. Ability to gather and assimilate information relevant to preparing heavy equipment coursework; ability to assess 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; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Advanced level skill in heavy equipment operation; and skill in the operation of personal computer 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; may be 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: Possession of a valid Class "A" Commercial Driver's License (CDL); and possession of forklift training and excavation competent person certifications within six (6) months of hire date.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors in an office and/or classroom setting; and may require traveling to various City locations to conduct training sessions or investigations.

Class Code: 3512

EEO Code: N-07

Pay Code: AT-36

Group: Clerical and Administrative

Series: General Administrative

Effective Date: October 19, 2015