

CLASS TITLE: ASSISTANT HEAVY EQUIPMENT TRAINING SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for providing heavy equipment and Commercial Driver's License training, assisting with other general safety training programs and other related duties as assigned.

ESSENTIAL TASKS:

- Trains employees on a variety of specialized heavy equipment for the City of Tulsa
- Conducts all levels of CDL training, manages class schedules, assessments and testing
- Coordinates all equipment needs for classes and assessments and monitors equipment repairs and maintenance for the Safety Training Section
- Performs heavy equipment jobsite inspections and reports related use violations
- 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
- 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
- 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: High School Diploma or GED and five (5) years of experience in heavy equipment operation, including lead operator experience and/or advanced technical training with CDL/heavy equipment operation or equivalent; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

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; considerable 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.

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Class Code: 7500

EEO Code: N-07

Pay Code: AT-28

Group: Clerical and Administrative

Series: General Administrative

Effective Date: September 22, 2014