

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MOTOR VEHICLE OPERATOR - HEAVY

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Motor Vehicle Operator - Heavy positions. Positions allocated to this classification are primarily responsible for operating heavy motor vehicles in excess of 26,000 pounds, gross vehicle weight (GVW), or are part of an asphalt paving crew. These positions are located at the Department of Administration, Department of Transportation, and the University of Wisconsin-Madison. This classification specification is not intended to identify every duty which may be assigned to the position, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses Motor Vehicle Operator-Heavy positions which operate vehicles which weigh 26,000 pounds GVW and over a majority of the time or are responsible for the construction of new and the resurfacing of old parking lots owned by the State of Wisconsin.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not require the operator to have a Commercial Driver’s License (CDL).
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance into This Classification

Employees enter positions in this classification by competition.

II. DEFINITION

There are two allocation patterns for this classification:

(1) Positions in this allocation pattern operate vehicles which weigh 26,000 pounds GVW and over a majority of the time. These vehicles may include: rubbish trucks, straight trucks, large refrigerated trucks, cargo trucks, a vehicle scale test truck, or other type of large truck. These trucks generally have an automatic lift on the back end. Some positions may be responsible for transporting compressed gas cylinders, ethyl alcohol and liquid nitrogen, which requires the operator to have a Commercial Driver's License (CDL) with the hazardous portion section as required by federal transportation laws. One position is the primary operator of a large refrigerated truck used to deliver dairy products from the U.W. Madison Dairy. Other positions may pick up and deliver all types of equipment, supplies, materials, mail, soiled and clean laundry, and other items used during daily operations. This type of work requires a great deal of bending, lifting, pushing and pulling. May operate a fork lift to load or unload equipment and materials as required. These positions are also responsible for minor upkeep and maintenance of the vehicle, such as checking tires, fluid levels, fueling the vehicle, etc. All vehicles require the operator to have a CDL.

(2) Positions in this allocation pattern are responsible for the construction of new and the resurfacing of old parking lots owned by the State of Wisconsin. This work includes: inspecting the new site or existing parking lot; following blueprints to ensure proper size, grades, crowns and pitches; removing surface and subsurface materials; grading material to required specifications; replacing asphalt with drag paver; compacting asphalt with roller and tamper; landscaping the job site as needed; removing and replacing concrete sidewalks, curbs, pads, etc.; and hauling construction debris to proper waste sites. This type of work requires a Commercial Driver's License (CDL) with air brake and tank endorsements because these positions operate trucks weighing in excess of 50,000 pounds. Other vehicles which these positions operate include: front end loaders, large snow removal equipment, road sanders, a street sweeper, tractors, backhoes, fork lifts, a hydraulic crane and in some cases rubbish trucks. Also, these positions seal cracks in asphalt roads and parking lots. This consists of grinding the cracks out, blowing the debris out of the cracks with an air compressor, drying the cracks, and sealing the cracks with hot, rubber tar. These positions may also install new guard rails, culverts under roads, and load snow into dump trucks with an end loader.

Examples of Work Performed:

- 1) Drive heavy trucks to pick up and deliver equipment, supplies, materials, mail or other items.
- 2) Operate a 40,000 lb. scale test truck, driving to scheduled areas where tests are to be conducted.
- 3) Operate an electric hoist to load and unload various 1,000 lb. test weights to check vehicle scales.
- 4) Deliver dairy products on campus and to various buildings throughout the city. This requires loading 10-gallon cans of milk, cases of milk products in small containers, 2½-gallon ice cream containers, and other miscellaneous processed foods from the dairy loading dock by hand.
- 5) Unloads and loads vehicle at the various institutions for delivery of clean and return of soiled laundry.
- 6) May supervise inmate workers used for various tasks.
- 7) Pick up surplus food allotments and deliver to institution storage areas.
- 8) Deliver and pick up equipment that needs to be repaired at local service centers.
- 9) May assist in the daily operation of institution stores.
- 10) Load hazardous or dangerous material on trucks (flammables, corrosives, oxidizers, compressed gas cylinders and poison) per federal regulations.
- 11) Perform daily safety inspections to keep vehicle in proper operating condition.
- 12) Place appropriate placards on trucks for deliveries of hazardous materials per federal regulations.

- 13) Operate a large compactor rubbish truck in an environment that has an extremely high volume of pedestrian, bicycle and motor vehicle congestion, which includes backing the rubbish truck into congested areas.
- 14) Identify inappropriate materials in recycling or waste containers, and determine what to do with them.
- 15) Follow all environmental and governmental laws concerning what may or may not be disposed of in a landfill.
- 16) Operate reticulated end loaders, paving equipment and other motorized equipment mentioned in the definitions section.
- 17) Read and interpret blueprints, sketches and drawings.
- 18) Level material to the engineers' grade.
- 19) Operate air hammers to remove asphalt and concrete.
- 20) Perform various types of heavy lifting and physical labor.
- 21) Perform daily operator maintenance on equipment and vehicles.

III. QUALIFICATIONS

All positions in this classification require a Commercial Driver's License to operate the type of vehicles described above. The individual must be licensed prior to the completion of his/her probationary period in order to obtain permanent status. Whether or not the individual must be licensed upon hire or upon completion of probation will be established by the hiring agency during the initial phases of the recruitment process. Other qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 20, 1994 and announced in Bulletin CC/SC-08 in response to the Equipment Operator and Repair Personnel Management Survey.

This classification was modified effective September 9, 2012 and announced in Bulletin OSER-0311-MRS/SC. The Qualifications section was updated to give agencies the option of requiring a Commercial Driver's License upon completion of probation.

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