

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7616100

Motor Vehicle Operator, Grade 7 7616100

Brief Description of Class Series

Motor Vehicle Operators drive any of a variety of motor vehicles including automobiles, buses, trucks, and ambulances in order to transport people, material, and equipment. Incumbents may post manifests and other records of goods and people transported in order to document their safe delivery.

Distinguishing Characteristics

The distinguishing feature of this class is the job requirement of driving skills in the operation of a variety of motor vehicles, as is indicated by possession of appropriate licenses. Motor Vehicle Operators are involved on a full-time basis, in the operation of any vehicle, except a tractor trailer, the operation of which is authorized by possession of a valid CDL Class B, Class C or General Class D New York State Driver's License. Full-time operation constitutes performing the illustrative duties below for 75% or more of the total job. These positions may be assigned to operate tractor trailers on an occasional basis. The particular license requirements of individual positions are determined by the types of vehicles the incumbents are required to operate.

Positions classified as Tractor Trailer Operator are involved in driving tractor trailers full-time on over-the-road and frequently multi-day trips. These employees must possess a valid CDL Class A New York State Driver's License.

Positions classified as Tandem Tractor Trailer Operator are primarily involved in driving tandem tractor trailers on over-the-road and frequently multi-day trips. These employees must possess a valid CDL Class A New York State Driver's License, and meet requirements of the New York State Thruway Authority for tandem trailer operation.

Positions classified as Senior Chauffeur are primarily involved in driving State-owned automobiles in personally transporting high level State executives traveling on State business.

Positions which operate power driven mechanical equipment used in the maintenance and repair of highways and canals are classified as Operations Assistant

1, Facility Operations Assistant 1 (Grounds), Highway Equipment Operator, Construction Equipment Operator, or Crane and Shovel Operator depending on the type of equipment operated and the extent of involvement in such operation.

Positions primarily involved in activities in a variety of occupational areas such as agency security or law enforcement, mail and supply clerical work, building trades, groundskeeping, general maintenance and cleaning may operate motor vehicles for some portion of their work time.

Illustrative Duties

Drives a variety of motor vehicles both on and off State property in order to transport people, material, and equipment as required, and plow snow from roadways and parking lots.

- May map routes, itineraries, and points of call.
- Moves or carries cargo onto, into, off of, or out of the vehicle operated.
- Moves or carries cargo from the vehicle to the delivery or storage point.
- Posts manifests, inventories, and other records of goods and people transported.

Tends to the routine maintenance of vehicles operated in order to ensure that cargo is moved as required.

- Changes oil and spark plugs.
- Changes tires and washes vehicles.
- Pumps gas and adds water to radiator, oil to crankcase, and air to the tires.
- Replaces lamp bulbs.

May operate and maintain motorized equipment in support of maintenance, grounds or building trades crews.

Minimum Qualifications

Non-Competitive: Candidates must possess a New York State Driver's License appropriate for the type of vehicle to be operated. Candidates may be required to possess a CDL Class A, B, C or General Class D license.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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