

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

Classification Standard

**Occ. Code 7614000**

<b>Tractor Trailer Operator, Grade 8</b>	<b>7614000</b>
<b>Tandem Tractor Trailer Operator, Grade 12</b>	<b>7615000</b>

Brief Description of Class Series

Positions in this series drive large tractor trailer vehicles over-the-road on a full-time basis. The trailers may be flatbed, box or refrigerated types.

The positions are classified in several State agencies with the largest number found primarily in centralized shipping operations at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Tractor Trailer Operators and Tandem Tractor Trailer Operators perform similar duties. Under the general direction of a Tractor Trailer Dispatcher or other higher-level staff, the positions drive tractor trailer vehicles over-the-road on a full-time basis; operate other motor vehicles as necessary; and, may supervise Facility Operations Assistants, Office Assistants (Stores/Mail), and other staff including incarcerated individuals in loading and unloading goods. Tandem Tractor Trailer Operator is distinguished from Tractor Trailer Operator by the operation of a tractor trailer with two separate trailers hitched in tandem on a full-time basis.

All positions are in the non-competitive jurisdictional class.

Related Classes

Motor Vehicle Operators drive a variety of smaller vehicles such as buses, straight body trucks, passenger cars, vans, ambulances, etc. on a full-time basis. On an occasional basis, the positions may operate a tractor trailer while in possession of a Class A license.

## Illustrative Duties

Operates and drives assigned tractor trailer to designated location by designated routes to deliver and/or pick up shipments of a variety of goods.

- Oversees the loading and unloading of goods at designated spots according to written instructions and to ensure balanced distribution of load.
- Adjusts load to meet prescribed wheel/axle load limits.
- Assists subordinate staff in loading and unloading goods and, in some cases, setting up and assembling goods.
- Verifies goods loaded and unloaded against shipping documents, such as bills of lading, and signs documents or have receiving agents sign documents.
- Hitches trailer to tractor, second trailer to dolly in case of tandem load, and connects hoses and lines for braking and lighting systems.
- Starts, stops, steers, and controls vehicles over-the-road, on the grounds of State facilities and other receiving and shipping points according to applicable regulations for the type of vehicle operated.
- Monitors gauges, checks fluid levels, and tire pressure during runs.

Maintains and checks assigned vehicle daily prior to run.

- Ensures the tractor and trailer are maintained in accordance with program policy and manufacture recommendations.
- Monitors gauges, checks fluid levels, tire pressure, safety equipment and trailer hitches.
- Pumps fuel, and adds water to radiator, oil to crankcase, and air to tires as required.
- Replaces burned out lamp bulbs.

Maintains work, shipping, and expense records.

- Maintains daily log book of hours driven each day, stops made and time off for lunch or other non-driving time.
- Changes tape or disc for tachograph records if vehicle operated is equipped with such a device.
- Keeps copies of shipping documents for each shipment and turns them over to the supervisor at the end of a run.

- Maintains records of all expense.

May operate refrigerated trailers to provide frozen and cooled temperatures to transport perishable goods.

- Adjusts movable insulated partitions according to load requirements.
- Loads liquid nitrogen containers according to load requirements, instructions, and safety guidelines.
- Opens valves to admit nitrogen into storage area and to control temperature in each area.
- After reaching destination, turns cooling system off in storage compartments to permit safe unloading.

May perform various manual tasks in and around warehouse area when not involved in delivery activities.

### Minimum Qualifications

#### *Tractor Trailer Operator*

Non-competitive: possess and maintain a valid license to operate a Class A motor vehicle in New York State. Appointees will also be required to obtain and maintain any driver's license endorsements required under the New York State Department of Transportation's regulations for the transportation of specific types of products in the course of their normal duties (an example of this would be a Hazardous Materials endorsement).

#### *Tandem Tractor Trailer Operator*

Non-competitive: possess and maintain a valid license to operate a Class A motor vehicle in New York State. Appointees will also be required to meet requirements of the New York State Thruway Authority for tandem trailer operation, and obtain and maintain any driver's license endorsements required under the New York State Department of Transportation's regulations for the transportation of specific types of products in the course of their normal duties (an example of this would be a Hazardous Materials endorsement).

**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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