

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

Tentative Classification Standard

Occ. Code 7389200

Equipment Operator Instructor, Grade 13	7389200
Supervising Equipment Operator Instructor, Grade 17	7389400
Coordinator Equipment Operator Instruction, Grade 21	1466500

Brief Description of Class Series

Positions in this title series train and certify equipment operators and their supervisors to operate a wide variety of self-propelled equipment and to prepare operators to obtain a Commercial Driver's License.

These positions are classified only in the Department of Transportation.

Distinguishing Characteristics

Equipment Operator Instructor: performs individual and group training and certification for equipment operators and supervisors.

Supervising Equipment Operator Instructor: one position per region to plan, coordinate, and supervise all Equipment Operator Instructors (four to six) in the assigned region.

Coordinator Equipment Operator Instruction: one-position class; coordinates, directs, and monitors the development and implementation of equipment operator training programs for the agency.

Illustrative Tasks

Equipment Operator Instructor

Conducts assessments to determine the ability of staff to operate equipment.

Conducts training programs in the proper operation and maintenance of a wide variety of self-propelled construction equipment, such as small and large trucks (including those used in one-person plowing), loaders, excavators, graders, pavers, snow blowers, bulldozers, and rollers on both an individual and group basis.

Instructs operators and supervisors in proper safety procedures.

Demonstrates equipment maintenance procedures.

Prepares operators to obtain Commercial Driver's License and learner's permits.

Certifies equipment operators and supervisors in the use of equipment.

Supervising Equipment Operator Instructor

Plans, organizes, and supervises the work of the Equipment Operator Instructors.

Develops training schedules and prioritizes training requests for Highway Maintenance Workers.

Evaluates training programs; compiles and maintains records of training activities; and compiles technical training materials, manuals, and charts.

Serves as lead evaluator and instructor at specialty equipment training programs.

Manages regional equipment pool and serves as the regional point of contact for the statewide equipment pool.

Schedules and rents equipment as necessary.

Provides technical advice beyond traditional instruction such as creating specifications and evaluating equipment.

Coordinator Equipment Operator Instruction

Develops training curriculum and lesson plans.

Coordinates, directs, and monitors the operator and supervisory training programs, primarily for Highway Maintenance Workers.

Plans and coordinates the Transportation Maintenance Division specialty training program.

Conducts field visits to monitor and review operational tasks related to training needs.

Determines appropriate equipment utilization levels.

Evaluates field reports of equipment performance.

Attends pre-delivery equipment meetings.

Serves as manager of the statewide equipment pool, and “logistics section chief,” in the Main Office Incident Command System Structure.

Assists Transportation Maintenance Engineers in implementing policies and directives.

Minimum Qualifications

Equipment Operator Instructor

Open competitive: four years of experience in the operation and maintenance of at least three of the following types of self-propelled heavy construction equipment: excavators, graders, pavement wideners, bulldozers, heavy dump trucks with a plow and wing configuration, pavers, front-end loaders or backhoes; and six months of experience as a recognized instructor in the operation and maintenance of complex heavy construction equipment, as listed above, or of trucks over thirteen tons in weight. Candidates must possess and maintain a valid New York State Class A Commercial Driver's License without any of the following restrictions: no air brake, automatic transmission, and no tractor/trailer CMV.

Supervising Equipment Operator Instructor

Promotion: one year of service as an Equipment Operator Instructor, and possession of a valid New York State Class A Commercial Driver's License without any of the following restrictions: no air brake, automatic transmission, and no tractor/trailer CMV.

Coordinator Equipment Operator Instruction

Promotion: one year of service as a Supervising Equipment Operator, and possession of a valid New York State Class A Commercial Driver's License without any of the following restrictions: no air brake, automatic transmission, and no tractor/trailer CMV.

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.

12/2022

MK