



**Code: 7123**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: River, Harbor, and Transportation  
Series: Automotive Transportation

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## **CLASS TITLE: EQUIPMENT TRAINING SPECIALIST - MOTOR TRUCK DRIVER**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, develops and presents training programs in the operation and maintenance of automotive and power equipment, and performs related duties as required

### **ESSENTIAL DUTIES**

- Trains Motor Truck Drivers (MTD's) in the operation and maintenance of automotive and power equipment
- Develops and implements related safety and accident prevention training and instructional procedures
- Confers with departmental supervisors regarding special training needs and instructs MTD's to meet those needs
- Observes equipment operations and recommends standards for manpower and equipment utilization
- Administers road tests to motor vehicle drivers
- Maintains employee training records
- May prepare and maintain safety training manuals, instructional modules, visual aids, and other training documents
- Prepares periodic status and progress reports on equipment operation and safety training activities

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Three years of work experience as a Motor Truck Driver, including at least one year instruction experience in the safe operations of automotive and power equipment

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Class "A" or "B" Commercial Driver's License (CDL), is required
- Some departments will require an "X" endorsement to the CDL, within 6 months of hire
- Some departments will require a "P" and "X" endorsement to the CDL, at the time of hire

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust

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**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment)

**PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate automotive vehicles and associated equipment
- Ability to work various work hours/shifts

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- applicable safety and code standards specific to the operation and maintenance of trucks and heavy equipment, including OSHA standards
- training practices and procedures
- repair, maintenance, and preventative maintenance procedures applicable to automotive and heavy equipment
- computer operation and applicable computer software applications

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations within the City and applicable facilities
- automotive mechanical and electronic systems, equipment, and materials
- applicable communications equipment and devices
- manufacturers' manuals for servicing equipment
- use of safety equipment and protective gear
- applicable emergency operations

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

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- \*LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*INSTRUCTING - Teach others how to do something
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
February, 2016