



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2000

EQUIPMENT OPERATOR

D7B1TX TO D7B4XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses four levels in the Labor, Trades, and Crafts Occupational Group and describes work that involves the operation of motorized equipment to transport people, materials, equipment, packages, etc. The size of the equipment ranges from vans, pickups, and automobiles to medium-sized, two-axle trucks to large, specialized heavy construction equipment. All of the classes in this series are at the full-operating level, but the size or type of equipment operated on a predominant, regular and ongoing basis determines the appropriate level. Most positions above the Equipment Operator I level require special licensure and/or certification.

INDEX: Equipment Operator I begins on this page, the Equipment Operator II begins on page 2, the Equipment Operator III begins on page 4 and the Equipment Operator IV begins on page 5.

EQUIPMENT OPERATOR I

D7B1TX

CONCEPT OF CLASS

This class describes the first full-operating level in the equipment operator series. It describes work operating two-axle vans, automobiles, trucks, and equipment to pick up and deliver goods, materials, and or passengers. This work typically requires a basic driver's license.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. Positions, for example, separate and load materials to be picked

CLASS SERIES DESCRIPTION (Cont'd.)

EQUIPMENT OPERATOR

July 1, 2000

up or delivered. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step. For example, positions adhere to traffic codes, as well as safety rules and regulations, to assure safe delivery of goods and materials.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. Positions, for example, exchange information with the customer, discuss back orders and shortages, obtain signatures and verify that deliveries were made.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

EQUIPMENT OPERATOR II

D7B2XX

CONCEPT OF CLASS

This class describes the second, full-operating level in the equipment operator series. It describes work operating buses, medium-sized trucks and equipment, typically with no more than two axles, to pick up and deliver goods, materials, or passengers. The work also includes monitoring the mechanical condition and cleanliness of the equipment, inspecting and maintaining fluid and air pressure levels, and keeping associated records and reports. This level typically requires special licensure or certification to operate the equipment. This class differs from the Equipment Operator I class in concept, on Complexity, and the licensure or certification requirements.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks

CLASS SERIES DESCRIPTION (Cont'd.)

EQUIPMENT OPERATOR

July 1, 2000

are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. Positions, for example, separate and load materials to be picked up or delivered. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study operating information to determine what it means and how it fits together in order to get practical solutions in the form of completed work assignments. Guidelines in the form of operating instructions and driving regulations exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. Positions, for example, exchange information with the customer, discuss back orders and shortages, obtain signatures and verify that deliveries were made.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

EQUIPMENT OPERATOR III

D7B3XX

CONCEPT OF CLASS

This class describes the third, full-operating level in the equipment operator series. It describes work operating large buses, trucks, or other equipment, typically having at least three axles, to pick up and deliver goods and materials. Positions may monitor work schedules and train new employees. Special licensure or certification is usually required to operate the equipment. Some positions in this class may have leadwork responsibility over equipment operators.

This class differs from the Equipment Operator II class in concept, on Decision Making and possibly Line/Staff Authority.

FACTORS

CLASS SERIES DESCRIPTION (Cont'd.)
EQUIPMENT OPERATOR
July 1, 2000

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity --The nature of, and need for, analysis and judgment is patterned, as described here. Positions study operating information to determine what it means and how it fits together in order to get practical solutions in the form of completed deliveries. Guidelines in the form of trip and operating instructions exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. Positions, for example, exchange information with the customer, discuss back orders and shortages, obtain signatures and verify that deliveries were made.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor or a work leader. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

CLASS SERIES DESCRIPTION (Cont'd.)
EQUIPMENT OPERATOR
July 1, 2000

EQUIPMENT OPERATOR IV

D7B4XX

CONCEPT OF CLASS

This class describes the fourth, full-operating level in the equipment operator series. It describes work operating heavy construction or moving equipment to build, excavate, or maintain roads, parking lots, parks, etc., or to deliver and pick up goods, materials, or equipment related to this work. The purpose of the specific assignment is to operate equipment such as a dragline, dozer (D6 or comparable model and larger), front-end loader (5 yards and larger), a lowboy, tractor-trailer unit, track hoe (3/4 yard bucket), truck-mounted excavator, road grader, asphalt paving machine, and a hot asphalt plant. Positions in this class always require special licensure or certification to operate such equipment. This class differs from the Equipment Operator III by the type and size of equipment operated.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions, for example, study the lay of the land and evaluate the existing conditions before deciding how best to accomplish the goal of building a park or a parking lot. Guidelines in the form of technical plans and drawings may exist for some situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. Positions, for example, review written job specifications and discuss them with the project leader.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a

CLASS SERIES DESCRIPTION (Cont'd.)
EQUIPMENT OPERATOR
July 1, 2000

collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/00 (DLF). Bus Driver (D1B1-2) abolished as part of the LTC consolidation study. Draft published 3/31/99, proposed 5/24/99, and final published 7/1/99.

Effective 7/1/99 (DLF). LTC consolidation study consolidated Vehicle Driver (D1P1), Bus Driver (D1B1-2), and Equipment Operator (D1D1) series consolidated. Draft published 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed 5/24/93.

Revised 12/1/86. Changed class code on Vehicle Driver (A4550X).

Revised 12/1/86. Changed class code and entrance requirements on Equipment Operator I (A4552X), Equipment Operator II (A4554X), and Heavy Equipment Operator (A4560X).

Created 1/1/75. Equipment Operator I (A4552X), Equipment Operator II (A4554X), Heavy Equipment Operator (A4560X), and Vehicle Driver (A4550X).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Equipment Operator I	Defined	Prescribed	Exchange	Indiv. Contributor
Equipment Operator II	Defined	Patterned	Exchange	Indiv. Contributor
Equipment Operator III	Operational	Patterned	Exchange	Indiv. Contributor or Work Leader
Equipment Operator IV	Operational	Patterned	Exchange	Indiv. Contributor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services