

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Regional Equipment Training Specialist	SERIES NO: 5322
	MAJOR AGENCIES: Ohio Department of Transportation	EFFECTIVE DATE: 01/13/2001
<p><u>SERIES PURPOSE:</u> The purpose of the regional equipment training specialist occupation is to independently coordinate and oversee equipment training for all employees involved in highway maintenance and repair in assigned region (i.e., one of five regions).</p> <p>This class series is for use by the Ohio Department of Transportation only.</p>		

CLASS TITLE:
Regional Equipment Training Specialist

CLASS NUMBER:
53221

EFFECTIVE DATE:
01/13/2001

CLASS CONCEPT:
The full performance level class works under direction and requires considerable knowledge of employee training & development, public speaking or effective communication agency equipment training policies & procedures, & OSHA safety practices in order to independently coordinate and oversee equipment training for all employees involved in highway maintenance and repair in assigned region (i.e., one of five regions).

<u>CLASS TITLE:</u> Regional Equipment Training Specialist	<u>CLASS NUMBER:</u> 53221	<u>BARGAINING UNIT:</u> 14
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EFFECTIVE DATE:

01/13/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Independently coordinates & oversees motorized equipment (e.g., to include backhoes, dozers, graders, loaders, dump trucks, fuel truck, pick up truck, & chain saw truck) training for all employees involved in highway maintenance & repair for assigned region (i.e., one of five regions), coordinates & schedules district personnel, equipment, job materials & trainees for equipment training, recommends annual training plan & implements approved plan to enhance employee skills & address deficiencies, develops & monitors annual equipment training plans based on departmental needs, designs & develops new equipment training curriculum, develops budget recommendations & oversees budget (i.e., exceeds approximately one & one half million dollars) for regional site/facility operations including items for class room, office equipment, & operational expenses including supplies & materials, selects skilled equipment operators/lead workers to demonstrate & provide formal on-the-job training to attendees for all levels of equipment, trains skilled equipment operators/lead workers on training topics to cover to include heavy equipment school, truck & loader school, various on-the-job training activities (e.g., culvert installations, cut backs/hill removal, ditching, crack sealing, traffic control & other projects which apply training to work activities), conducts equipment training classes to demonstrate & instruct attendees on proper methods of equipment operation, operates all motorized equipment to conduct training to demonstrate proper usage, operation, preventative maintenance & safety procedures, receives training requests from assigned region, schedules training & assigns on-the job training projects to equipment trainers & crew, monitors project progress & adjusts staffing as needed, conducts training needs assessment by surveying & meeting with agency administrative & management staff & evaluates program/training effectiveness & makes adjustments to provide quality training experience to attendees.

Administers training tests (e.g., observes & records equipment operation skills; conducts tests on classroom training); writes reports (e.g., regarding needs assessment activities& any special training identified; goals activities; inventory control to include training supplies; maintains records of training data for regional training site); schedules equipment for maintenance & repair; secures all equipment assigned to regional training site; collects & administers predetermined internal testing to assess skill level of employees for promotional opportunities; enforces compliance with OSHA safety standards/practices & ODOT equipment training program policies/procedures; complies with equipment maintenance & repair practices & procedures; interprets FHWA regulations to design training programs & to execute controlled training sites and on job training; recommends annual training plan & on job training for jobs suitable for training; operates personal computer to edit, enter, & verify data to perform word processing functions to produce records & reports; operates training/classroom equipment (e.g., VCR; overhead slide projector; multi-media equipment).

Administers equipment testing, scores & notifies attendee supervisor of deficiencies & makes recommendations for improvement; maintains continuing contact with officials from other state agencies (e.g., ODNR; Rehabilitation & Corrections), cities, municipalities & county engineer offices to provide explanation & interpretations of ODOT's equipment training program policies & procedures; negotiates & obtains agreement with contacts to schedule equipment training & to arrange training location; loads equipment on tractor trailer, secures equipment with chains & transports to training sites; performs equipment maintenance (e.g., uses variety of tools).

MAJOR WORKER CHARACTERISITICS:

Knowledge of employee training & development; safety practices & procedures (e.g., OSHA); agency equipment training program policies/procedures; public relations; public speaking or effective communication; inventory control*; budgeting*. Skill in operation of heavy motorized equipment (e.g., to include backhoes, dozers, graders, loaders, dump trucks, fuel truck, pick up truck, & chain saw truck); personal computer; training equipment (e.g., VCR; overhead slide projector; multi-media equipment). Ability to define problems, collect data, establish facts draw valid conclusions; maintain accurate records; write, design & develop training curriculum & deliver training information; gather, collate & classify information about data, people or things; develop good rapport with training attendees; interact with individuals at various educational levels.

(*) DEVELOPED AFTER EMPLOYMENT.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. exp. or 3 yrs. trg. in employee training & development techniques; 3 yrs. exp. or 3 yrs. trg. in public speaking or effective communications skills; 3 yrs. exp. or 3 yrs. trg. in operation of heavy motorized equipment (e.g., backhoe, tractor trailer, dump truck, dozer, grader, roller); 2 yrs. exp. or 2 yrs. trg. in equipment operation safety practices as mandated by OSHA safety standards & practices; 3 mos. trg. or 3 mos. exp. in operation of personal computer; valid commercial driver's license, Class A.

OR EQUIVALENT OF MINIMUM QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE:

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Loads & transports heavy equipment to training sites; operates heavy & motorized equipment; exposed to equipment noise; conducts training outdoors exposed to weather elements, dirt, dust & fumes.