

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MOTOR VEHICLE OPERATOR

JOB DESCRIPTION

Employees in this job operate or oversee the operation of vehicles such as automobiles, trucks, buses, ambulances, wreckers, tractors and other motor vehicles in order to deliver or transport supplies, records, materials, mail, monetary deposits or people, or to provide grounds maintenance; and perform manual labor and other tasks associated with the work.

There are three classifications in this job.

Position Code Title – Motor Vehicle Operator-E

Motor Vehicle Operator E6

This is the experienced level. The employee operates motor vehicles for a work unit, agency or department within a small geographic area, and uses judgement in making decisions where alternatives are determined by established methods, guidelines, and procedures.

Position Code Title – Motor Vehicle Operator-A

Motor Vehicle Operator 7

This is the advanced level. The employee operates motor vehicles to deliver supplies, etc. to locations throughout the entire state; or, the employee oversees the work of other Motor Vehicle Operators and participates in the work.

Position Code Title – Motor Vehicle Operator-2A

Motor Vehicle Operator 8

This is the second advanced level. The employee operates a more complex, costly type of heavy-duty motor vehicle - typically a 16 to 24 foot tandem axle truck with air brakes and a gross body weight (GBW) in excess of 31,000 pounds. Employees at this level travel in a geographic area and throughout the state.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Drives a motor vehicle such as a car, truck or van to pick up and deliver supplies, official records, mail, medicine, laundry, food, monetary deposits, equipment and waste.

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Loads and unloads goods from vehicle.

Drives specialized motor vehicles used in grounds maintenance activities such as tractors, lawn mowers, snow plows, etc.

Drives a car or van to transport residents to appointments such as medical appointments, court appointments, etc.

Drives a school bus in compliance with the applicable Motor Vehicle Safety Code regulations to transport students or residents to specified destinations.

Drives a wrecker to tow disabled vehicles.

Performs routine maintenance on vehicles and records mileage, gas and oil usage.

Performs tasks related to the work such as maintaining logs of vehicle use and purchases or deliveries, sorting mail and operating mail handling equipment; or, maintaining inventory of supplies and equipment.

Performs related work as assigned.

Additional Job Duties

Motor Vehicle Operator 7

Oversees the work of lower-level Motor Vehicle Operators.

Arranges schedules and loads for lower-level Motor Vehicle Operators.

Trains lower-level motor vehicle operators.

Transports surgical patients to and from their homes and facilities.

Transports and delivers heavy equipment and supplies.

Motor Vehicle Operator 8

Operates a heavy-duty tandem axle truck with air brakes and GBW more than 31,000 pounds.

Load and unloads bulk freight using varying types of manual and mechanized lift equipment.

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JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced levels.

Knowledge of the operation of a motor vehicle.

Knowledge of traffic laws and regulations applicable to the work.

Ability to operate various motor vehicles in a safe manner on a continuing basis.

Ability to read and write.

Ability to follow instructions.

Ability to read and interpret road maps in order to plan trips and determine traffic routes.

Ability to make minor repairs and adjustments to motor vehicles.

Ability to routinely lift and/or move heavy objects.

Ability and willingness to travel in a motorized vehicle for extended periods under varying and adverse traffic and weather conditions.

Ability to maintain favorable public relations.

Ability to perform simple business transactions for a department or facility.

Additional Knowledge, Skills, and Abilities

Motor Vehicle Operator 7

Ability to train and oversee the work of others.

Motor Vehicle Operator 8

Knowledge of the proper, safe and most efficient methods for loading and unloading large capacity, heavy-duty, motor vehicle equipment.

Ability to operate and maneuver large, heavy-duty, motor vehicles with air brakes in dock areas, alleys and other non-conventional loading situations.

Ability to operate varying and more sophisticated types of manual and mechanized lift equipment.

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Working Conditions

Some jobs require traveling the entire state, as necessary.

Physical Requirements

None.

Education

No specific amount is required.

Experience

Motor Vehicle Operator E6

No specific type or amount of experience is required.

Motor Vehicle Operator 7

Two years of full-time, paid experience in driving automotive vehicles.

Motor Vehicle Operator 8

Four years of experience in driving automotive vehicles, including two years equivalent to the Motor Vehicle Operator 7 **and** possession of a Commercial Driver's License Group B endorsement with air brakes as issued by the Secretary of State.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license and a good driving record.

Some positions are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1977 to operate a designated state vehicle.

Persons who operate buses will be required to satisfactorily complete the school bus driver safety course administered by the Michigan Department of Education and to pass, annually, the competency examination.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MOTVEHOPR

Job Code Description

Motor Vehicle Operator

Position Title

Motor Vehicle Operator-E
Motor Vehicle Operator-A
Motor Vehicle Operator-2A

Position Code

MOTVOPRE
MOTVOPRA
MOTVOP2A

Pay Schedule

A31-003
A31-007
A31-021

ECP Group 1
Revised 6/1/06
TeamLeaders