



# CLASS TITLE | COMMERCIAL MOTOR VEHICLE TRAINING SPECIALIST

PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 09/27/2023

Class Code: 7560

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**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision is primarily responsible for providing Commercial Motor Vehicle (CMV) training, providing assistance with other heavy equipment and general safety training programs, and other related duties as assigned.

**ESSENTIAL TASKS:**

- Manages CMV training class scheduling including driving track/range and road times
- Coordinates CMV training program equipment and supply needs
- Conducts training for all City required Commercial Driver's License (CDL) classifications, complying with Federal Motor Carrier Safety Administration (FMCSA) and State of Oklahoma entry level driver training requirements
- Submits student training records to FMCSA and coordinates with Oklahoma Department of Public Safety and in-house Third-Party Examiner in scheduling CDL skills testing
- Maintains and updates the City of Tulsa's Training Provider status with FMCSA
- Assists City departments with the citywide fleet safety program, identifying safety issues and suggesting improvements
- Collects, enters and organizes CMV program information and maintains pertinent records and files in accordance with City policies and procedures, as well as applicable state and federal requirements
- Creates customized curriculum and conducts specialized instruction, training classes and assessments for individuals with special needs as required
- Works with City Departments and first responders to investigate and assess liability issues concerning vehicle collisions and incidents
- Assists as needed in training employees on a variety of specialized heavy equipment, providing operator assessments, jobsite inspections, and reviewing policies
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,  
(b) Six (6) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty (60) hours from an accredited college or university in a field of study applicable to the essential tasks listed in this job description; **and**,  
(b) Four (4) years of experience relevant to the essential tasks listed in this job description.



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## **PAY INCREASE OPPORTUNITY**

Employee is eligible for a one-time stipend of \$1800.00 upon certification as a trainer for driver improvement training, as approved by management.

Knowledge, Abilities and Skills: Considerable knowledge of the operations, repair and maintenance of commercial motor vehicles and heavy equipment; good knowledge of adult learning principles and techniques for training purposes; considerable knowledge of the hazards and safety precautions of commercial motor vehicle and heavy equipment operation; and good knowledge of the principles, practices and procedures of vehicle accident and incident investigations. Ability to gather and assimilate information relevant to preparing commercial motor vehicles training coursework; ability to assess use of equipment; ability to communicate effectively, both verbally and in writing; ability to compile reports; ability to develop and conduct an effective commercial motor vehicle training program; ability to investigate, analyze and assess commercial motor vehicle and heavy equipment related issues; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Advanced level skill in various commercial motor vehicle operation; and skill in the operation of computer programs including Microsoft Excel, Word, Outlook, PowerPoint, Teams.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to standing, walking, sitting, reaching, climbing, bending, and handling; occasional kneeling, bending and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "A" Commercial Driver's License (CDL) for a minimum of 2 years upon hire; additionally, if CDL "E" (automatic transmission only) and "O" (no tractor trailer) restrictions exist at time of position start date, they must be removed within 6 months.

**WORKING ENVIRONMENT:** Working environment is both outdoors and indoors in an office and/or classroom setting; and may require traveling to various City locations to conduct training sessions, inspections, or investigations.

**EEO Code: N-07**

**Group: Clerical and Administrative**

**Series: General Administrative**