



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Industrial Truck and Tractor Operators-B	W7051B	40	
Industrial Truck and Tractor Operators-O	W7051O	45	
Industrial Truck and Tractor Operators-A	W7051A	50	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Nature of Work

Industrial truck and tractor operators drive and control industrial trucks or tractors that move materials around warehouses, storage yards, factories, construction sites, or other worksites. A typical industrial truck, often called a forklift or lift truck, has a hydraulic lifting mechanism and forks for moving heavy and large objects. Industrial truck and tractor operators also may operate tractors that pull trailers loaded with materials, goods, or equipment within factories and warehouses or around outdoor storage areas. Operators use machinery to move construction materials, earth, and other heavy materials. Generally, they move materials over short distances around construction sites, factories, or warehouses. Operators control equipment by moving levers, wheels, or foot pedals; operating switches; or turning dials. They also may set up and inspect equipment, make adjustments, and perform minor maintenance or repairs.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist others perform standardized duties in the preparation and operation of heavy truck or tractor-trailer driving.
- Employees check truck or tractor equipment and cargo to make sure both are secure and are aware of transportation routes and rules.

Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) year of relevant warehouse experience to include operating forklifts and/or class A/B vehicles. A commercial driver's license is required for this position.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

Minimum Qualifications

High School diploma or GED and three (3) months of relevant warehouse experience to include operating forklifts and/or class A/B vehicles. A commercial driver's license is required for this position.

Operational

- Employees in this Role are able to operate aspects of the heavy truck or tractor equipment independently and participate in the preparation, safety checks, and cargo checks related to vehicle operation.
- Employees operate heavy equipment with or under the direction of superiors.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of relevant warehouse experience to include operating forklifts and class A/B vehicles. A commercial driver's license is required for this position.

Minimum Qualifications

High School diploma or GED and six (6) months of relevant warehouse experience to include operating forklifts and/or class A/B vehicles. A commercial driver's license is required for this position.

Advanced

- Employees in this Role perform one or more of the following duties on a district-wide or state-wide crew; operates bulldozer to do finish work, operates motor grader to lay finish grade on major patching or overlays, operates crane with dragline to clear waterways and drive pilings, operates transport truck and equipment transported, operates distributor and calibrates and heats oil for sealing operation, operates 4-wheel drive diesel powered backhoe, or operates chip spreader as the control operator.

Recommended Education and Experience for Full Performance

High School diploma or GED and four (4) years of relevant warehouse experience to include operating forklifts and class A/B vehicles. A commercial driver's license is required for this position.

Minimum Qualifications

High School diploma or GED and one (1) year of relevant warehouse experience to include operating forklifts and/or class A/B vehicles. A commercial driver's license is required for this position.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

Skills

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Coordination — Adjusting actions in relation to others' actions.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Statutory Requirements: Applicants must be licensed in accordance with New Mexico Chapter 60, Article 15, Hoisting Operator Safety 15. Hoisting Operators Safety, 60-15-1 through 60-15-15. A commercial driver's license is required for this position.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.