

TRUCK DRIVER

Code No: 4-14-004
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving the safe and efficient operation of an assigned truck having a maximum gross weight of 18,000 pounds. Employees are responsible for routine maintenance of the vehicle, the process of loading and unloading the trucks and for lifting material and equipment with a minimum weight of 50 pounds and a maximum weight of 100 pounds. The employee reports directly to and receives general supervision from a senior level employee. The employee may operate an emergency vehicle. Supervision of others is not a characteristic of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Operates a truck for the delivery and pickup of a variety of material which may include audiovisual equipment and film, books, custodial supplies, canned frozen foods, correspondence; wood, brick, steel, and mixing equipment, furniture and gym equipment;

Makes routine daily maintenance checks of the gas, oil, water, batteries, tires, directional, headlights, tail lights and back-up lights;

Maintains delivery sheets and records of daily assigned stops, pickups, arrival and departure times;

Follows an assigned delivery route to the city or surrounding towns;

Receives truck deliveries and checks them in;

Picks up garbage;

Cuts grass, plants, trees and does general maintenance;

When operating a Mobile Instructional Unit or similar vehicle, electrically hooks up unit to electric box.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and routine maintenance of motor vehicles; good knowledge of street patterns in assigned delivery route; working knowledge of Monroe County's highway system; good knowledge of traffic laws and defensive driving; ability to operate a motor vehicle in a safe manner; ability to lift on a regular basis weights with an average minimum of 50 pounds; ability to follow the most direct route in making deliveries; basic record keeping ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of the eighth grade plus one (1) year of work experience involving the operation of a motor vehicle.

NOTE: Where education is lacking, experience may be substituted for on a year-for-year basis.

SPECIAL REQUIREMENTS:

Valid Class *5* license issued by the State of New York Department of Motor Vehicles. Possession of license at time appointment.

When employed in a transportation department driving a vehicle deemed to be a school bus, must possess a valid Class *2* license issued by the State of New York Department of Motor Vehicles. Possession of license at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 27, 1986

REVISED: February 13, 1992