



PERSONNEL COMMISSION

Class Code: 0392
Salary Range: 23 (C1)

TRUCK DRIVER

JOB SUMMARY

Under the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Drive a District vehicle on a daily assigned route or unscheduled trips; pick up and deliver food, supplies, furniture, mail and equipment; transport freight in a safe, timely and efficient manner. **E**
- Load and unload incoming and outgoing freight; inspect loads for proper placement and securing on trucks. **E**
- Open and secure entrances to District sites and school campuses in accordance with established procedures. **E**
- Place food commodities, supplies, equipment and furniture in specified areas at various sites. **E**
- Load and unload food carts; rotate perishable stock and pick up empty food crates and containers as assigned by the position. **E**
- Maintain a variety of records and reports related to assigned activities such as daily mileage reports, driver manifests, vehicle safety inspections and equipment and supply transfers. **E**
- Maintain vehicles in a clean and safe condition; wash vehicles; conduct required daily pre and post trip safety inspections; refuel and check fluid levels. **E**
- Operate a variety of equipment including dollies, electric and manual pallet jacks and liftgates; operate a forklift as assigned by the position. **E**
- Communicate with site personnel regarding pick up and delivery of orders; assist in resolving shipping errors and related discrepancies; respond to emergency service requests. **E**
- Provide work direction and guidance to other staff as assigned by the position. **E**
- Inform appropriate personnel of routes in need of updating or revising.
- Sort and shelve stock as assigned; assist with periodic inventories.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Truck Driver drives vehicles of less than 26,001 pounds gross vehicular weight. A Heavy Truck Driver typically drives a truck at least 26,001 pounds gross vehicular weight. A Heavy Truck Driver assigned to the Transportation Branch will also serve as a substitute Bus Driver and will be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

EMPLOYMENT STANDARDS

Knowledge of:

Traffic laws, defensive driving techniques and rules of the road.
Proper methods of loading, securing and unloading materials.
Proper lifting techniques.
Operation of a variety of equipment including dollies, electric and manual pallet jacks and liftgates.
General warehousing procedures.
Basic record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic math.

Ability to:

Drive a vehicle to pick up and deliver supplies, equipment and materials.
Observe legal and safe driving practices.
Operate a variety of equipment including dollies, electric and manual pallet jacks and liftgates.
Read and interpret maps.
Conduct required vehicle safety inspections.
Meet schedules and timelines.
Maintain records and reports.
Add, subtract, multiply and divide accurately.
Establish and maintain effective and cooperative working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.

Education and Training:

Equivalent to graduation from high school.

Experience:

One year of recent experience driving trucks in delivery work or in a warehouse environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Some positions in this classification may require forklift certification within six months of employment.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Warehouse and outdoor environment.

Driving a vehicle to conduct work.

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Exposure to fumes, dust, odors and oil/grease.

Working around and with machinery having moving parts.

Cold from walk-in coolers and freezers.

PHYSICAL DEMANDS

Sitting for extended periods of time.

Walking.

Heavy physical labor.

Lifting, carrying, pushing and pulling heavy objects weighing approximately 50 pounds and with assistance up to 100 pounds.

Dexterity of hands and fingers to operate assigned equipment.

Bending at the waist, kneeling or crouching.

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/13/03