

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Truck Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Distribution Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	037 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Direct and participate in the work of truck drivers involved in the loading and distribution of various supplies, textbooks, and equipment; assign drivers and routes and determine work assignments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Lead and work with truck drivers in the proper loading and distribution of supplies, equipment, A/V materials, textbooks, etc. **E**

Assist in establishing delivery routes and assign drivers. **E**

Drive regularly scheduled or unscheduled routes; pick up, carry, and deliver mail, materials, and monies to specified locations. **E**

Assist in training new truck drivers and relief truck drivers. **E**

Act as liaison with schools and departments in solving pickup and delivery problems. **E**

Load and unload trucks. **E**

Check transmittal papers against material received or delivered. **E**

Practice defensive driving techniques. **E**

Operate a two-way radio. **E**

Inspect conditions of trucks before starting daily runs and may make minor or emergency repairs or adjustments when necessary. **E**

Coordinate maintenance and repair to minimize down-time of vehicles. **E**

Submit reports of vehicle condition, route time, mileage, and fuel consumption, as required; report discrepancies and initiate corrective action. **E**

May operate a fork lift in loading or unloading.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full-time equivalent, paid driving experience involving the operation of trucks or other commercial vehicles of at least one and one-half tons rated capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession of a safe driving record for the last five years.
Possession of a valid California driver's license with a Class B rating.
Ability to be bonded.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Oral and written communication skills.
Safe driving techniques and practices
Efficient and safe loading and unloading techniques.
Assigned routes and operation of equipment related to duties.
Vehicle code and regulations pertaining to operation of commercial vehicle.

ABILITY TO:

Operate trucks or other commercial vehicles.
Assign efficient delivery routes and lead the work of others.
Communicate via two-way radio.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting; driving a truck to conduct work in various weather and traffic conditions.

PHYSICAL REQUIREMENTS:

Strength and stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting; hearing and speaking via two-way radio; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a vehicle; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to load and unload trucks; frequent lifting of heavy objects.

Note: Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing