

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Truck Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Distribution Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	033 OSS
REVISED	February 18, 2010		

BASIC FUNCTION:

Load, unload, and operate a truck (under thirty thousand pounds Gross Vehicle Weight) in the pickup and delivery of educational, maintenance, or other supplies, materials, and equipment between schools, warehouses, and other locations.

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:

Drive regularly scheduled or unscheduled routes between schools and departments and deliver educational, maintenance, or other supplies, materials, and equipment; pick up, carry, and deliver mail, materials, and monies to specified locations. **E**

Load and unload truck and check transmittal papers against material received or delivered. **E**

Check air brakes and inspect the general condition of the truck before starting daily runs. **E**

May make minor adjustments or obtain repair work when necessary.

Operate a forklift, pallet jack, and hand truck. **E**

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

May direct the work of assigned helper.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year 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 appropriate to the type of equipment and/or vehicle operated.

Incumbents in this job class may be required to obtain a Class B driver's license.

Ability to be bonded.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Safe driving techniques and practices.

Efficient and safe loading and unloading techniques.

Reading and writing English communication skills.

ABILITY TO:

Read, write, speak, and understand the English language.

Follow oral and written instructions.

Operate trucks or other commercial vehicles.

Learn delivery routes and school locations.

Establish and maintain effective working relationships with others.

Plan and organize work.

Maintain records.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

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: Employees possessing a California driver's license with a Class A or Class B rating will be subject to random selection for alcohol or controlled substance testing.

Revised 2.18.10

Job Code 8485

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