



REVISED: Submitted:  
12/07/2024 12/03/2024

JOB TITLE:	DRIVER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8830
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Provides system wide service for the unloading, loading, delivery, transfer, and placement of food, supplies, textbooks, furniture, and equipment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicles

Delivers mail, food, supplies, textbooks, furniture and equipment to schools and offices in the District

Loads and unloads incoming and outgoing freight

Places food commodities in specified areas in the schools

Assists in all forms of warehouse operation: receiving, storage, stock issue, and maintenance of inventory

Assists in the moving of furniture and equipment for the schools and offices

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling and talking are required frequently (up to 75% of the workweek). Driving, reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license

Previous successful experience as a qualified truck driver

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Some warehousing experience

Knowledge of Board policies

Knowledge of unit, department and school locations
Ability to operate a forklift
Experience in a diverse workplace

<b>Footnote</b>
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.