



REVISED: Submitted:
07/01/2019 06/11/2019

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| JOB TITLE: | DRIVER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| 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

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, or pulling heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

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

Footnote

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