



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

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.