

**Central Valley School District
Job Description #313**

TITLE Truck Driver

GENERAL SUMMARY

This position's responsibilities include but may not be limited to pick up and deliver supplies and equipment to schools and other facilities. Responsibilities include maintaining records, assisting in processing requests for warehouse items, science kits, and miscellaneous curriculum materials.

ESSENTIAL JOB FUNCTIONS

1. Follow written and oral instructions.
2. Loads and drives a truck to deliver requested warehouse supplies to schools and other facilities.
3. Loads and drives a truck to deliver incoming shipments of books, computers, office equipment and furniture..
4. Loads and drives a truck to make deliveries for special functions and activities of folding chairs, choir risers, choral shells, band risers, musical instruments, wrestling mats and a variety of other equipment.
5. Picks up surplus equipment from schools and delivers to warehouse.
6. Pick up and deliver needed equipment, parts and supplies as required, as well as assist in the total district delivery system.
7. Performs minor maintenance and upkeep on all power equipment used in daily work such as truck lift gate, forklift, pallet jacks and other equipment.
8. Loads trucks for proper weight distribution, cargo stability, security of load and proper placement of fragile and sensitive items.
9. Prioritizes load on truck for more efficient and direct delivery of supplies and equipment.
10. Loads and moves teacher supplies and equipment to schools during summer months as required.
11. Willing to attend pertinent workshops and training sessions.
12. Perform other job related duties as required.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Maintenance

MENTAL DEMANDS

Experiences multiple demands and multi-tasking. Requires concentration and attention to detail.

PHYSICAL DEMANDS

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertion; requires safety awareness on construction, repair and emergency sites; may be required to work during off-hours for emergencies; exposed to high noise levels from machines; may be exposed to potentially dangerous conditions; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment over fifty (50) pounds; required to drive between sites.

QUALIFICATIONS:

1. Possess good communications skills and the ability to work cooperatively and collaboratively with a variety of personalities.
2. Possess a high school diploma or equivalent.
3. Have ability to respond to District needs on an "on-call" basis.
4. Possess demonstrated initiative, flexibility, organization skills and dependability in the discharge of their duties.
5. Maintain appearance and conduct suitable for working with students, other district staff and the public.
6. Hold a current Commercial Driver's License (CDL) and evidence a good driving record.
7. Possess a current first aid card.
8. Possess Forklift Operator Card.

UNIT AFFILIATION

PSE - Transportation

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Created 12/03

Revised 8/07