

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7425
Pay Grade: D07

FLSA: Non-Exempt

TRUCK DRIVER I

MAJOR FUNCTION:

Performs semi-skilled work in the safe, efficient operation of light and heavy equipment including delivery trucks, forklifts, yard trucks and related equipment. Performs heavy manual labor routinely, and is responsible for maintaining simple shipping/receiving records. Work is performed independently, under general supervision.

DUTIES AND RESPONSIBILITIES:

- Operates various light and heavy equipment, as assigned, applying knowledge of Florida State traffic and safety rules and regulations; maintains assigned vehicle.
- Loads, delivers, and unloads warehouse materials such as instructional, maintenance, food staples, government commodities, furniture, physical education, arts, industrial arts, band, large and small cafeteria equipment and custodial supplies, and confidential forms and tests; may pick up, handle, and deliver chemicals, toxic substances and laboratory or exotic animals, as necessary; obtains verification of delivery.
- Moves office or school furniture on delivery site; may unload railroad cars; delivers special equipment and relocates furnishings from one school site to another.
- Maintains simple records on shipments received or delivered.
- May assist in performing annual warehouse inventories, and other related activities.
- Lifts heavy objects on a routine basis; may clean warehouse areas.
- Performs semi-skilled tasks from oral or written instructions.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED, plus operating knowledge of trucks and related automotive equipment; or an equivalent combination of education, training and experience. Possession of a valid State of Florida Class B commercial driver's license (CDL) to include "air brake" qualifications.

ISSUED: 12/79 SSN; REVISED: 7/86 MW; BOARD APPROVED: 2/11/87; MQ'S REVISED: 11/91 PBL;
BOARD APPROVED: 3/25/92; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Truck Driver I

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | | | | X | |
| 3. Lift objects weighing 51 to 100 pounds | | | X | | |
| 4. Lift objects weighing more than 100 pounds | | X | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | | | | X | |
| 7. Carry objects weighing 51 to 100 pounds | | | X | | |
| 8. Carry objects weighing 100 pounds or more | | X | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | X | | | |
| 11. Standing for more than two hours at a time | | X | | | |
| 12. Stooping and bending | | | | X | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | X | |
| 19. Proofreading and checking documents for accuracy | | | | X | |
| 20. Using a keyboard to enter and transform words or data | X | | | | |
| 21. Using a video display terminal | X | | | | |
| 22. Working in a normal office environment with few physical discomforts | X | | | | |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | | X | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | | | | X | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | | X | |
| 26. Operating automobile, vehicle, or van | | | | | X |
| 27. Other physical, mental or visual ability required by the job | | | X | | |