

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7430
Pay Grade: D08

FLSA: Non-Exempt

TRUCK DRIVER II

MAJOR FUNCTION:

Performs semi-skilled lead supervisory work in the safe, efficient operation of light and heavy equipment including delivery trucks, forklifts, yard trucks and related equipment. Responsibilities include training, delegating assignments, maintaining paperwork, and running a daily delivery/pick-up route. Work is performed independently, under general supervision.

DUTIES AND RESPONSIBILITIES:

- Functions as a working supervisor; handles minor work related problems; provides input on staff and refers more complex situations to the Warehouse Foreman.
- Responsible for scheduling daily delivery and pick-up routes; assigns drivers to cover pony routes, as required; schedules and supervises the moving of special equipment within the school system, or relocation of equipment and furnishings.
- Responsible for daily record keeping on schedules, material transfers, vehicle problems, etc.; prepares simple reports, as required.
- Trains new employees in department procedures and safety practices.
- Operates vehicles and equipment, applying knowledge of Florida State traffic and safety rules and regulations.
- Oversees and participates in the loading, transport, delivery, and unloading of warehouse materials such as instructional, school lunch, 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.
- Responsible for the safety and maintenance of vehicles assigned to staff; insures timely deliveries.
- May assist in performing annual warehouse inventories and other related activities, as required.
- Lifts heavy objects on a routine basis, may clean warehouse areas, as needed.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED; plus two (2) years experience operating light to heavy trucks and related automotive equipment, including scheduling duties; 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 II

<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		