

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Truck Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Purchasing	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-33/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, provide District-wide service for the reasonable, timely delivery and placement of food, supplies, textbooks, furniture and equipment to provide students access to high quality educational materials; transport specified items in a safe and efficient manner to meet the needs of student, staff and sites or departments.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Deliver food, supplies, textbooks, furniture and equipment to schools and offices in the District in a reasonable, timely manner; transport specified items in a safe and efficient manner to meet the needs of students and staff. *E*

Load and unload incoming and outgoing freight. *E*

Place food commodities, text books, various school supplies, equipment and furniture in specified areas in individual schools to provide students and staff access to various educational supplies. *E*

Provide for vehicle maintenance and inspect pre-trip vehicle to ensure proper operating condition; provide minor services and operate assigned vehicles. *E*

Assist in a variety of warehouse operations including receiving, storage, stock issue and maintenance of inventory.

Assist with moving materials, supplies, commodities, furniture and equipment for the schools and offices as requested to provide a high quality learning environment for students and staff.

Instruct other staff to cover routes as needed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year truck driving and warehousing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license; valid medical card.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Traffic laws, defensive driving techniques and rules of the road.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Map reading techniques.

- District geography.
- Proper loading and unloading of trucks.
- Basic methods and practices used in delivering supplies and equipment.
- Basic record-keeping techniques.
- District goals.

ABILITY TO:

- Drive an assigned District vehicle to pick-up and deliver food, supplies, equipment, furniture, materials and other items.
- Plan routes for destination.
- Observe legal and defensive driving practices.
- Lift heavy objects.
- Work independently with little direction.
- Plan and meet schedules and time lines.
- Operate electric jack and forklift in a safe and responsible manner.
- Maintain accurate routine records.
- Operate a variety of warehouse machines and equipment.
- Analyze situations accurately and adopt an effective course of action.
- Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
- Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy
- Apply integrity and trustworthiness in all situations.
- Actively participate in meeting District goals.

WORKING CONDITIONS:

ENVIRONMENT:

Delivery truck work environment; driving a vehicle to conduct work; indoor and outdoor work environment; driving a vehicle during adverse weather conditions; fumes from vehicle and equipment operation; exposure to chemicals and diesel fumes.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, reach overhead, above the shoulders and horizontally; sitting for extended periods of time; walking and carrying, pushing or pulling heavy furniture and equipment; bending at the waist; lifting heavy objects; dexterity to operate a vehicle and other equipment; work on elevated lift gate.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date

Warehse TruckDrv.MEY 7/29/09