

**POSITION TITLE:** Delivery Driver/Utility – Maintenance Services

**QUALIFICATIONS:** High school diploma or its equivalency preferred. One year of experience operating trucks or light maintenance equipment or an equivalent combination of training and experience. Good knowledge of the care and safe operation of trucks and light maintenance equipment. Must have the ability to understand and follow written and oral instructions and to keep simple records. Must be able to work with minimum supervision and as a member of a team. Must be able to work in a cooperative manner with coworkers, supervisors, managers and school administration and staff. Good knowledge of the equipment, materials, methods, practices and tools used in equipment operation. Good knowledge of the common hazards and necessary safety precautions, and ability to take safety precautions including the use of guides, helpers, signals, lighting, etc. Must have the ability to estimate time and material needs and to perform routine clerical tasks and arithmetical computations. Must have the ability to work out doors in a variety of temperatures and weather conditions. Must have sufficient strength and ability to manually move, load and unload material weighing up to 75 pounds. Must be able to use material handling equipment to move, load and unload materials as required. Applicant may be required to demonstrate skill level by completing a performance test. **Necessary Special Requirement:** Valid Virginia motor vehicle operator's license with a satisfactory driving record.

**PERFORMANCE EXPECTATIONS:** Performs manual labor loading and unloading delivery trucks and making deliveries to schools, departments and other designated locations. Loads and unloads mail, various materials, supplies and equipment in designated areas. Assists the maintenance workers and delivery technicians in the delivery, receiving, storage and disposition of surplus property and equipment. Drives light and medium weight single axle chassis trucks hauling materials, supplies, equipment, playground maintenance supplies and other light loads. Works effectively as a member of a team to accomplish assigned tasks. Maintains equipment records and files. Performs other related duties as assigned.

**GENERAL CONDITIONS OF WORK:** Performs semiskilled work in the operation of a truck and other motorized equipment and does other related work as required. Work is performed under regular supervision. Work requires the exertion of 35-50 pounds of force constantly and 50-75 pounds or more of force frequently to move objects, load and unload materials, supplies and property. Work requires frequent climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Supervisor of Operations

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 107

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Non-exempt