

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Mobile Unit Driver

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma
3. Reading comprehension skills; ability to follow verbal and written directions
4. Louisiana chauffeurs license
5. Ability to maintain and assist with general supervision of building/plant and facility
6. Ability to supervise and maintain parish bookroom including books, furniture and other teaching materials, i.e., paper, pencils, chalk, etc.

REPORTS TO: Director of Federal Programs

JOB SUMMARY:

This is a responsible courier/delivery job assignment. Work includes delivery of educational media and materials to both public and non-public schools of St. Tammany Parish. In addition, building/plant facility and vehicles must be maintained.

ESSENTIAL JOB FUNCTIONS:

1. Routes, loads, delivers and picks up all returned educational media and equipment from schools as requested.
2. Keeps daily, accurate record on the circulation, distribution and deliveries.
3. Delivers and picks up, as requested by all schools, machines on temporary loan.
4. Assists, in any way possible, all school personnel.
5. Inspects, cleans and rewinds films. Repairs 16MM films and 35NM filmstrips.
6. Assists the Educational Center Coordinator in checking in and receiving all materials of instruction and equipment purchased through Chapter I program, as required.
7. Must be knowledgeable of what hardware is in good condition and/or in need of repair at all times.
8. Assumes duties of closing and securing building in absence of janitor.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs tasks assigned by appropriate authority.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Must have physical strength adequate to maneuver the mobile unit.
3. Physical ability to perform manual work of loading and unloading truck and any other physical duties needed.
4. Must be physically able to lift, push, carry, and store material, equipment and supplies.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept.

Copy - Supervisor

Copy - Employee