

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4246 Truck Driver**

**Page 1 of 5**

**JOB TITLE: TRUCK DRIVER**

**REPORTS TO:** Director of Facilities, Maintenance and Custodial Services or designee

#### **NATURE AND SCOPE OF JOB:**

The Truck Driver works under direction and drives a truck with a gross vehicle weight rating (GVWR) of less than 26,000 pounds to transport non-hazardous materials, equipment, or people.

#### **QUALIFICATIONS:**

The Truck Driver shall:

1. Hold a high school diploma or equivalent.
2. Have one year of experience in driving a truck with a gross vehicle weight rating of less than 26,000 pounds.
3. Possess a driver's license valid in New Jersey with no serious violations. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4246 Truck Driver**

**Page 2 of 5**

11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

#### **EMPLOYMENT TERMS:**

The Truck Driver shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Truck Driver shall:

1. Drive trucks with a gross vehicle weight rating of less than 26,000 pounds to pick up, haul, and deliver non-hazardous materials.
2. Receive written and/or oral assignments to drive trucks of varied types including trucks used for road maintenance and construction work and road oiling, snow removal, ice control work and the delivery of food/paper supplies.
3. Assist with the repair and installation of snow plows and spreaders.
4. Pick up, load truck, and deliver non-hazardous materials of varied types.
5. Attend to minor repairs and adjustments on truck.
6. Accurately pick and palletize food and supply orders for all schools.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4246 Truck Driver**

**Page 3 of 5**

7. Load trucks for dispatch according to order sheets for each location.
8. Deliver all food and supplies to locations as necessary.
9. Place all food and supplies being delivered in it's proper storage place.
10. Maintain and turn in all paperwork as required.
11. Maintain the cleanliness of the truck inside and out.
12. Alert the Warehouse Manager and/or the Assistant Director if a truck is in need of general maintenance, repairs or service.
13. Assist in the receipt of food and supplies at the warehouse.
14. Assist in the stowing away of inventory.
15. Assist in the rotation of stock.
16. Assist in cleaning and organizing the warehouse.
17. Perform all other related duties as required.
18. Keep trucks supplied with gas, oil, and water; keep garage clean and in order, and keep records of trips.
19. Collect, load, and unload, with and without assistance, various types of equipment, furniture, laundry, food products, coal, ashes, garbage, or trash, and deliver same by truck to specified destinations.
20. Operate snow removal equipment to keep roads clear.
21. Keep records of receipts, deliveries, fuel consumption, and mileage traveled.
22. Drive trucks equipped with dump body to transport and dump loose materials such as sand, gravel, and bituminous paving material, by pulling levers and turning crank to tilt body and dump contents.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4246 Truck Driver**

**Page 4 of 5**

23. Inspect truck prior to operating for proper amounts of fuel, oil, water, and to see that tires are inflated and that lights and brakes work properly.
24. Make minor emergency repairs to trucks as changing tires or installing light bulbs, fuses, and tire chains.
25. When not engaged in driving a truck or other equipment, may perform other work such as road and landscape construction, building maintenance and repair work, groundskeeping, laboring, or other unskilled work.
26. Use computers and/or electronic equipment to fulfill job functions.
27. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
28. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
29. Participate in appropriate in-service and workshop programs and attend any required meetings.
30. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FACILITIES/GROUNDS/OPERATIONS

4246 Truck Driver

Page 5 of 5

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### EVALUATION:

The Director of Facilities, Maintenance and Custodial Services or designee shall evaluate the Truck Driver in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

12/15/03  
Date