

SUPPLY TRUCK DRIVER

DEFINITION

To load and deliver mail, supplies and equipment to all District and campus locations; and to perform daily safety and mechanical inspections of motor vehicles.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager or supervisor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Load and deliver supplies, food and equipment to all District and campus locations; maintain records accordingly.

Pick up supplies and parts for maintenance personnel.

Pick up, sort and deliver mail to all District and campus locations.

Water, fertilize and trim lawns and shrubbery.

Issue parking warnings in the District parking lot.

Deliver and arrange furniture as requested.

Perform daily safety and mechanical inspections of motor vehicles and arrange for needed repairs.

Clean and maintain coffee stations and soda machines.

May perform general cleaning and janitorial work in assigned areas; may perform light maintenance duties including sign installation, painting and assisting maintenance personnel.

May assist in the receiving and storing of stock and supplies in the District warehouse or campus storage facilities, including checking against purchase orders and invoices.

May prepare campus facilities for school and community functions; set up stage and sound devices for performances; take down equipment and clean area after events.

Assist in the testing of the District Office fire alarm system.

Operate a variety of equipment including forklifts.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONSKnowledge of:

Operation and maintenance of light trucks.
Principles of Motor Vehicle Code and safe driving practices.
Equipment and materials used in general cleaning and groundskeeping.
Record keeping practices and procedures.

Skill to:

Safely operate a light truck in accordance with traffic regulations.
Perform routine custodial and grounds maintenance duties.
Perform light maintenance including sign installation, painting and minor equipment maintenance.
Perform heavy manual labor.
Follow oral and written instructions.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in the operation of light trucks.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.