

VEHICLE OPERATOR I

Employees operate a small or medium sized motor vehicle transporting a variety of cargo or people on an established route.

Work involves the skilled and safe operation of a car, van, small bus, pickup truck, dump truck, box bed, or delivery type truck transporting people, food, supplies, equipment, laundry, garbage, landscape materials or other items to a designated location. Employees load and unload cargo, maintain operational records, perform routine preventive maintenance on the vehicle, and perform other duties as required. Work is performed under the general supervision of a higher level position.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees must be knowledgeable of the proper operation and minor maintenance of the assigned vehicle; safe, defensive driving techniques; traffic laws and regulations; proper loading procedures; and relevant delivery routes.

Intricacy of Work - Work involves limited maneuvering of the vehicle. Work requires continued traffic monitoring, constant contact with steering mechanism and regular shifting of gears requiring average hand and eye coordination.

Controls Over Work - The operation of the vehicle is done independently and governed by traffic rules and regulations. Work is assigned by verbal command; or in written form, through inventory lists, bills of lading or letters. Work is closely reviewed to determine timeliness of delivery, condition of cargo upon delivery, accuracy of records, and condition of the vehicle by analyzing cargo, inspecting the vehicle, and reading of operational records.

Judgmental Demands - Judgment is exercised regarding the safe operation of the vehicle and the delivery of cargo to the correct location in a timely manner. Work requires the ability to diagnose weather conditions such as rain, sleet or snow; to judge traffic levels; and to evaluate road conditions such as winding roads or narrowness in order to determine driveability, rate of speed, ability to maneuver, breaking ability and gear selection.

II. RESPONSIBILITY:

Potential - Potential exists for major irreparable damage to vehicle if wrecked and to cargo if spoiled or tossed from vehicle. Loss of passengers' or other drivers' lives is a possibility.

Care and Attention - Efforts should be made to avoid unsafe driving habits, conditions and accidents. Vehicle should be routinely maintained to avoid breakdown and loss of time. Deliveries should be made in a timely manner.

III. PHYSICAL EFFORTS:

Intensity of Efforts - The majority of the work is done while sitting in the cab of the vehicle, work requires turning the steering wheel; changing the gears; and depressing the clutch, gas, and break pedals with minimal effort. Loading requires standing, bending, and lifting light to heavy weight cargo.

Frequency and Duration of Efforts - Work requires sitting for relatively long periods of time. It requires constant hand and eye coordination, frequent use of hands and arms, and intermittent leg usage while operating the vehicle.

IV. WORK SURROUNDINGS AND HAZARDS:

Work Surrounding - Work is performed inside the vehicle being operated which is usually heated. Employees may load and unload the vehicle in all types of weather conditions. Employees may be exposed to noise pollution.

Hazardous Conditions - Employees are frequently exposed to hazardous weather or traffic conditions. Employees may be subject to back strain or injury to extremities if heavy items are dropped or lifted improperly.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Working knowledge of traffic laws and regulations. Working knowledge of the proper methods of loading vehicles and safe operation of the vehicle. Ability to service and provide minor maintenance to the vehicle. Ability to understand and carry out oral and written instructions.

Minimum Education and Experience - Completion of grammar school.

Special Additional Requirements - Appropriate North Carolina Drivers License for the weight and type of vehicle operated as required by the Department of Motor Vehicles.