

MOTOR VEHICLE OPERATOR

GENERAL STATEMENT OF DUTIES: Operates a light motor vehicle in transporting materials and supplies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the safe and economical operation and care of a light motor vehicle such as a station wagon, pick-up or panel truck. It requires a willingness to perform a variety of routine manual tasks. The work is performed under general supervision in accordance with established policies.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

- Operates a light motor vehicle in transporting supplies, equipment, films and mail;
- Prepares and delivers orders of supplies and material;
- Performs a variety of errands requiring the use of a light motor vehicle;
- Checks oil, tires, mileage and gasoline;
- Keeps simple clerical records;
- Washes and cleans vehicles and suggests needed repairs;
- Is responsible for delivery of mail between Post Office and school buildings;
- May perform routine custodial and maintenance duties.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the geography and traffic laws of the area; ability to operate an automobile or light delivery truck; ability to understand and follow simple oral and written instructions; willingness to perform routine manual tasks; mechanical aptitude; dependability; courtesy; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in the operation of a light motor vehicle such as pick-up or panel truck, station wagon or automobile; or any equivalent combination of training and experience.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of an appropriate license issued by the New York State Department of Motor Vehicles at time of appointment.

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