D R A F T

HERKIMER COUNTY

MOTOR VEHICLE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility to operate a light motor vehicle delivering messages, mail and transporting materials and supplies within the district. A variety of manual tasks related to delivery and messenger work is also performed, such as loading food and supplies on the vehicle. additionally, when not engaged in delivery activities, an employee in this class performs building cleaning tasks. The work is performed under the supervision of the Maintenance Supervisor or other supervisor with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

- Operates a light motor vehicle delivering and picking up materials, supplies, food, mail and messages for transportation among the buildings in the district;
- Loads and unloads vehicle as required;
- Maintains, washes and cleans delivery vehicle and suggests needed repairs;
- Travels to district warehouse, sets up orders, and loads food into the vehicle for delivery to various schools;
- Empties trash from high school cafeteria and kitchen;
- Cleans, sweeps, mops and waxes floors, washes down walls, changes light bulbs, and washes windows at district buildings;
- Delivers, moves and stores general food supplies in various school buildings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the Motor Vehicle Traffic Laws related to operation of a light motor vehicle; good knowledge of the geography of the municipality; ability to operate a light delivery vehicle; ability to lift and move heavy containers and other materials; ability to perform building cleaning using custodial supplies; ability to follow oral and written instructions; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Possession of an appropriate level, current, valid Motor Vehicle Operator=s License issued by the New York State Department of Motor Vehicles.

Non-Competitive