

MOTOR VEHICLE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the safe operation of a vehicle to transport passengers and/or material for either the City or the City School District. The Motor Vehicle Operator acts in accordance with City or School District rules and regulations, as well as all Motor Vehicle and Traffic Laws to ensure safe operation of the vehicle. The work is distinguished from a Bus Driver in that it does not involve the transportation of students. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a vehicle or van to transport goods to various sites around the City or City

School District;

Operates a van to transport Senior Citizens involved in the Retired Senior Volunteer

Program (RSVP);

Checks the operating condition of the vehicle before starting on a trip and reports any mechanical defects, and minor or major accidents to immediate supervisor;

Receives goods, supplies and mail at central storage areas;

Loads and unloads vehicle with requisitioned goods for delivery;

May perform minor vehicle maintenance and vehicle cleaning;

May maintain transportation and maintenance records and logs;

May schedule volunteers for work assignments when assigned to RSVP;

May be required to run various errands for officials around the District.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safe driving practices under all driving and road conditions;

Good knowledge of City and/or School District rules/regulations and the Motor Vehicle and Traffic Law as it pertains to operating a vehicle;

Good knowledge of City and City School District geography;

Working knowledge of automotive preventive maintenance techniques;

Ability to understand and follow basic written and oral directions;

Ability to perform minor mechanical repairs on vehicle;

Ability to maintain written records and logs;

Ability to properly lift a variety of goods at various weight levels;

Ability to effectively relate to senior citizens;

Mechanical aptitude;

Mental alertness;

Courtesy;

Dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid New York State driver's license appropriate to the vehicles operated.