

# TEMPORARY HEAVY TRUCK DRIVER

## Position Details

Class Code: 3091

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: Pay Grade 50-A on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision, serves as a temporary heavy truck driver to drive tractor-trailers and trucks to deliver food, supplies, and equipment to schools and offices.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Drives various types of tractor-trailers and trucks to schools, departments, warehouses, and storage centers.
  2. Checks items being loaded or unloaded against delivery or pick up documents.
  3. Loads and unloads trucks.
  4. May use blocks, tackles, skids, flats, dollies, pallets and other loading, transporting, and storing devices.
  5. Reports necessary truck repairs.
  6. Prepares mileage, accident, or damage reports.
  7. Conforms to safety standards, as prescribed.
  8. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves serving as a temporary heavy truck driver to deliver loads of supplies, food, and equipment by use of tractor-trailers and related equipment.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of warehouse delivery practices.
  2. Knowledge of material handling.
  3. Knowledge of safe driving practices.
  4. Ability to communicate clearly both orally and in writing.
  5. Ability to drive tractor-trailers and trucks safely and efficiently.
  6. Ability to learn locations of schools and offices.
  7. Ability to learn and apply established procedures.
  8. Ability to perform heavy physical work.
  9. Ability to pass required medical examinations and vision tests.
  10. Ability to work tactfully with others.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of experience driving a truck or equivalent vehicle.
3. Safe driving record.

\* This is a temporary position.

\* There are no employee benefits attached to this position.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or a maximum of 19.9 hours per week, not to exceed 1039 hours per year in a 12-month assignment.

## **Licenses and Certifications**

1. A valid Class A Commercial driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

## **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
  2. A valid Class A Commercial driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Constant travel to and from Clark County School District schools and other District facilities.

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## **Work Environment**

### **Strength**

Medium/Heavy - Exert force 50-100 lbs., frequently; 10-50 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a

typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work out doors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued trucks, tractor-trailers, pallet jacks (electrical and manual), two-wheel hand trucks, dollies, tie- down equipment, hydraulic lift gates, dock plates, radios, refer units, gasoline, and diesel fuels, etc.

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## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 02/09/21
- Created: 03/11/14