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Motor Vehicle Operator 05

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NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in the motor pool for an operating unit or installation of the Department of Commerce.

This position provides for the transporting of passengers and light items in a minivan, automobile, or light truck.

II. MAJOR DUTIES AND RESPONSIBILITIES

Driver operates one or more motor vehicles with gross vehicle weight of up to 10,000 pounds. Vehicle(s) are driven through all types of traffic in terrain ranging from open highways to rough terrain. Vehicles are operated primarily in the metropolitan area and occasionally on long distance trips. Driving duties including loading and unloading of vehicles.

III. FACTOR LEVELS

Factor 1.- Skill and Knowledge

Driver must be skillful in handling controls for starting, stopping, backing, and driving the vehicle. Applies good spatial perception to judge overhead and side clearances of the vehicle, turning radius, braking distances, and safe distance from other vehicles. Must know how to determine the shortest and safest route, taking into account road conditions, traffic patterns, and vehicle capabilities. Must be knowledgeable of safety rules and regulations. Must know how to load the vehicle in the safest and most efficient manner. Must be able to read, write, and understand signs, maps, and safety regulations. Has thorough knowledge of safe operating practices for moving vehicles and the accident reporting system. Must know how to perform minor maintenance tasks, such as checking fluid levels and filling if necessary, checking tire pressure, and changing tires. Driver must have a valid state chauffeur's license or driver's license.

Factor 2.- Responsibility

Driver follows orders of dispatcher or supervisor indicating purpose of trip and destination. Keeps supervisor/dispatcher informed on the status of assignments and problems encountered. Work is reviewed in terms of the incumbent's ability to complete assignments in a timely, efficient, and safe manner. Driver is responsible for comfort and safety of passengers and/or safety of cargo. Driver is responsible for overseeing and assisting in loading and unloading the vehicle in the most efficient and safe manner possible.

Factor 3.- Physical Effort

Light physical effort in bending, reaching, and turning to operate pedals and controls. Moderate physical effort in frequently handling objects that weigh up to 40 pounds. Considerable physical effort in changing tires and making limited emergency repairs.

Factor 4.- Working Conditions

Operator works inside and outside and may be exposed to bad weather conditions while loading vehicles; is exposed to weather and other hazardous road conditions. Drives in all types of traffic and road conditions.

THIS POSITION IS NON-EXEMPT FROM COVERAGE UNDER THE FLSA

IV. UNIQUE REQUIREMENTS

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