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Motor Vehicle Operator 06

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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 light trucks, but may also include minivans or automobiles. Drivers also perform operator maintenance on platform trucks, van trucks or cargo vans.

II. MAJOR DUTIES AND RESPONSIBILITIES

This position operates one or more motor vehicles with gross vehicle weight of between 10,000 pounds and 26,000 pounds. Vehicles are driven through all types of terrain ranging from open highways to rough terrain. Vehicles are operated primarily in the metropolitan area and occasionally on long distance trips. Driver may operate a forklift truck to assist in loading and unloading of the vehicle.

III. FACTOR LEVELS

Factor 1.- Skill and Knowledge

Driver must make difficult judgements concerning loading and arranging cargo. 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. 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 to heavy physical effort in handling objects weighing up to 70 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 UNDER THE FLSA

IV. UNIQUE REQUIREMENTS

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