

MOTOR VEHICLE OPERATOR – LIGHT TITLE DEFINITION

I. DEFINITION

Positions in this title definition operate vehicles which weigh under 26,000# GVW a majority of the time. These vehicles include: automobiles, pick-up trucks, passenger vans, cargo vans, step vans, van body trucks, buses, and various other trucks weighing under 26,000# GVW. These positions may be responsible for picking up and delivering United States Postal Service (USPS) mail; UPS parcels; interdepartmental mail, which includes sorting the mail as it is collected; or various other packages, containers, or other items. Some operators may transport personnel to and from job sites or other destinations, and/or procure materials, parts and equipment from various local vendors throughout the city. Other positions are primarily responsible for operating a gasoline powered vehicle on institution grounds to pick up and deliver dirty and clean linen, furniture, supplies, or food trays. This type of work requires a great deal of bending, lifting, pushing and pulling. May operate a fork lift to load or unload equipment and materials as required. These positions are also responsible for minor upkeep and maintenance of the vehicle, such as checking tires, fluid levels, fueling the vehicle, etc. Some vehicles may require the operator to have a Commercial Driver's License (CDL).

Examples of Work Performed

- 1) Drive light trucks to deliver or return maintenance personnel, tools, parts, equipment, construction materials and supplies to/from work sites.
- 2) Pick up and deliver packages, books and other materials for various departments.
- 3) Load or direct the loading of the truck, insuring the weight is properly distributed and cargo is secured.
- 4) Refuel truck and perform other minor preventive maintenance.
- 5) Operate mobile radio in vehicle to communicate with dispatcher for instructions, directions, new assignments, etc.
- 6) Prepare simple reports and maintain records.
- 7) Load 10-gallon cans of milk, cases of milk products in small containers, 2½-gallon ice cream containers, and other miscellaneous processed foods from the dairy loading dock.
- 8) Pick up malfunctioning and deliver repaired computers and related equipment.
- 9) Deliver mail and parcels from truck to mail room(s) in buildings, and pick up outgoing mail.
- 10) May sort USPS mail into various classes according to postal regulations.
- 11) Sort interdepartmental mail on the truck according to building delivery.
- 12) Substitute as dispatcher in absence of regular dispatcher.
- 13) Load food carts filled with trays to be delivered to various locations.
- 14) Pick up empty food carts from all living units after each meal.
- 15) Shuttle personnel between fleet vehicle storage and campus.
- 18) May supervise students or other helpers assisting in the movement of materials.

II. QUALIFICATIONS

Some positions may be required to have a commercial driver's license.