

Truck Driver

Position Details

Class Code: 3040

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, drives a truck to deliver supplies and equipment to schools/offices, or drives a truck transporting gardening equipment; operates equipment.

Essential Duties and Responsibilities

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

1. Drives various types of trucks to schools, departments, warehouses, storage centers, and/or grounds maintenance locations.
2. Checks items being loaded or unloaded against delivery/pick up documents.
3. Loads and unloads trucks.
4. Communicates with support professionals and administrators at schools/departments to determine the exact nature and means of completing each job.
5. Gathers and packs furniture/equipment for safe transportation.
6. Unpacks and distributes furniture/equipment throughout school buildings or department offices.
7. May operate hydraulic elevators, jacks, forklifts, and/or skip loaders.
8. May use blocks, tackles, skids, flats, pallets, dollies, and other loading, transporting, and storing devices.
9. Services vehicles and reports necessary truck/equipment repairs.

10. Prepares mileage, accident, and/or damage reports.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Delivers food, supplies, and equipment via truck; includes delivery and operation of skip loaders and/or other grounds maintenance equipment.

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 verbally and in writing.
 5. Ability to drive trucks and related equipment safely and efficiently.
 6. Ability to learn locations of schools and offices.
 7. Ability to learn and apply established procedures.
 8. Ability to perform hard physical labor.
 9. Ability to pass required medical examinations and vision test.
 10. Ability to work flexible hours or shifts.
 11. Ability to work cooperatively with employees, other agencies, and the public.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

One (1) year of experience driving any vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.

NOTE: Individuals may not promote, demote, or move laterally from the hired position unless they earn a high school diploma or General Education Development (GED) and upload the document into their online application.

Licenses and Certifications

1. A valid Class B Commercial driver's license (CDL) that allows the applicant/employee to legally operate a commercial 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 (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

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

Preferred Qualifications

High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.)

Document(s) Required at Time of Application

1. A valid Class B CDL that allows the applicant/employee to legally operate a vehicle in Nevada.
 2. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 3. District-issued forklift qualification card, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Working various office settings (i.e., purchasing and warehousing, food service, maintenance) and driving various tractor-trailers/trucks with a GVWR of 26,001 lbs. or more. Involves extensive travel to/from schools and other facilities.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; and/or 10-20 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) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors 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. Exposure to gasoline, motor oils, and vehicle exhaust fumes.

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.)

Examples of Equipment/Supplies Used to Perform Tasks

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/23/23
- Created: 08/19/91