

Senior Truck Driver

Position Details

Class Code: 3050

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, collaborates with truck drivers to plan execution of assigned work activities, drives tractor-trailers and/or trucks to deliver supplies and equipment to schools and offices.

Essential Duties and Responsibilities

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

1. Collaborates with truck drivers to plan execution of assigned work activities.
2. Loads and unloads trucks, tractor-trailers and commercial vehicles; drives vehicles to and from designated delivery, pick-up, transfer, and/or storage locations.
3. Coordinates movement and documentation of materials within the Clark County School District.
4. Determines which items (i.e., furniture, electronics, musical and sports equipment, etc.) should be taken to dump facilities, recycled, or identified as beyond economic repair (BER).
5. Picks-up and delivers supplies/equipment promptly and accurately. Checks freight being loaded/unloaded for agreement with manifests and records in the District's enterprise resource planning (ERP) system.
6. Compiles statistical data and reports.

7. Prepares repair requests and accident/damage reports.
 8. Inspects vehicles for proper operating condition in accordance with federal and Nevada Department of Transportation (NDOT) requirements and District policies.
 9. Operates loading, storing, and securement devices such as pallet jacks, forklifts, power pallet jacks/riders, hand trucks, dollies, and lift levers to load/unload supplies, freight, equipment, etc.
 10. Moves heavy equipment such as auto shop, wood shop, track and field equipment, musical equipment, electronics, pallets, and personal protective equipment (PPE).
 11. Assists Heavy Truck Drivers in loading and unloading trucks.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves working with drivers to plan the execution of assigned work activities driving tractor-trailers and/or trucks to deliver supplies/equipment to District sites.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of warehouse delivery practices.
 2. Knowledge of material handling.
 3. Knowledge of safe driving practices.
 4. Knowledge of basic computer skills and District software systems.
 5. Ability to communicate clearly, both verbally and in writing.
 6. Ability to learn and apply established procedures.
 7. Ability to work rapidly with numbers, codes, and symbols.
 8. Ability to read and understand instructions, documents, and reports.
 9. Ability to plan, prioritize, and organize work.
 10. Ability to perform physically demanding work.
 11. Ability to safely move or relocate heavy objects.
 12. Ability to work cooperatively with employees and the public.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. 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. One (1) year as a truck driver with warehousing delivery experience.
3. Safe driving record.

Licenses and Certifications

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

Applicants/employees are subject to all aspects of mandatory drug and alcohol testing as required by law and District regulations/procedures.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid Class B CDL that allows the applicant/employee to legally operate commercial vehicles in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. District-issued forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Various office settings (i.e., purchasing and warehousing, food service, maintenance, etc.) and driving tractor-trailers/trucks weighing 26,001 lbs., or more. Extensive travel to and from schools and other facilities.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; 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.

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/trucks, forklifts, pallet jacks (electrical and manual), two-wheel hand trucks, dollies, tie-down equipment, hydraulic lift gates, dock plates, radios, refer units, gasoline/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: 06/01/23
- Created: 08/26/93