

VEHICLE OPERATOR II

Employees operate a small or medium sized motor vehicle transporting cargo on an established route. In addition to operating a vehicle, work in this class includes other duties or responsibilities as described below.

Work involves the skilled and safe operation of a delivery or panel truck for the purpose of picking up and delivering cargo. Work in this class is distinguished from that recognized in the Vehicle Operator I class because of additional responsibilities for extensive record keeping, quality control of cargo through testing before pick-up, handling of monies, and/or customer relations. Employees perform other duties as required under the general supervision of a higher level position.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees must be knowledgeable of the proper operation and minor maintenance of the assigned vehicle; safe, defensive driving techniques; traffic laws and regulations; proper loading procedures; and relevant delivery routes. Employees, where applicable, must have an understanding of cash accounts and procedures for diagnostic testing of products.

Intricacy of Work - Work involves limited maneuvering of the vehicle. Work requires continual traffic monitoring, constant contact with steering mechanism and regular shifting of gears requiring average hand and eye coordination.

Controls Over Work - The operation of the vehicle is done independently and governed by traffic rules and regulations. Work is assigned by verbal command, or in written form; through inventory lists, bills of lading, or letter. Work is reviewed to determine timeliness of delivery, condition of cargo upon delivery, accuracy of records, and condition of the vehicle by analysis of cargo, inspecting the vehicle, and reading of operational records.

Judgmental Demands - Judgment is exercised regarding the safe operation of the vehicle and the timely delivery and pick-up of cargo. Judgment is also exercised in the correct exchange of monies and the accuracy of quality checks. Work requires the ability to diagnose weather conditions, traffic conditions, road conditions, weight and load distribution, and correctness of quality checks.

II. RESPONSIBILITY:

Potential - Potential exists for major irreparable damage to vehicles, if wrecked, and to cargo if spoiled or tossed from the vehicle. Loss of passengers' or other drivers' lives is possible.

Care and Attention - Efforts should be made to avoid unsafe conditions and accidents. Vehicles should be routinely maintained to avoid breakdown and loss of time. Work involving the exchange of monies should be carefully monitored and strict attention given to quality checks to reduce losses. Deliveries should be made in a timely manner.

III. PHYSICAL EFFORTS:

Intensity of Efforts - The majority of the work is done while sitting in the cab of the vehicle. Work requires turning the steering wheel; changing the gears; and depressing the clutch, gas, and brake pedals requiring minimal effort. Loading requires standing, bending and lifting light to heavy weight cargo.

Frequency and Duration of Efforts - Work requires sitting for relatively long periods of time. It requires constant hand and eye coordination, frequent use of hands and arms, and intermittent leg usage while operating the vehicle. Cargo loading requires infrequent lifting, walking and bending for brief periods of time.

IV. WORK SURROUNDINGS AND HAZARDS:

Work Surroundings - Work is performed inside the vehicle being operated which is usually heated. Employees load and unload vehicle in all types of weather conditions. Employees may be exposed to noise pollution.

Hazardous Conditions - Employees are frequently exposed to hazardous weather or traffic conditions. Employees are subject to back strain or injury to extremities if heavy items are dropped or lifted improperly.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities -Working knowledge of traffic laws and regulations. Knowledge of proper methods of loading vehicles. Ability to service and provide minor maintenance to vehicles. Ability to prepare and maintain records and reports of transportation operations, quality checks and/or monies. Ability to understand and carry out oral and written instructions.

Minimum Education and Experience - Completion of grammar school and six months of experience in driving a delivery type vehicle in the transportation of cargo; or an equivalent combination of education and experience.

Special Requirements - Appropriate North Carolina Drivers License for the weight and type of vehicle operated as required by the Department of Motor Vehicles.