

## DELIVERY DRIVER

**DISTINGUISHING FEATURES OF THE CLASS:** This is work requiring skill in the safe operation of a one-ton or similar truck used to deliver goods. The driver acts in accordance with the rules and regulations of the department as well as all Motor Vehicle and Traffic Laws to ensure safe operation of the vehicle. Work is performed under general supervision. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates a one-ton or similar truck to transport goods to various sites;  
Receives goods and supplies at central warehouse, stockroom, offices, mailroom, print shop, etc;  
Checks the operating condition of the vehicle before starting on a trip and reports any mechanical defects, and minor or major accidents to immediate supervisor;  
Loads and unloads vehicle with requisitioned goods;  
Keeps records of delivery schedules and procedures;  
Performs minor maintenance tasks and cleans vehicles when necessary; May be required to run various errands for department;  
May be required to assist with related tasks of a physical nature.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of safe driving practices under all driving and road conditions;  
Good knowledge of department rules and regulations and Traffic and Motor Vehicle Law as it pertains to operating a truck;  
Ability to understand and follow simple written and oral directions;  
Ability to make minor mechanical repairs on vehicle;  
Ability to maintain written records;  
Ability to safely lift case goods and supplies of considerable weight;  
Mechanical aptitude;  
Mental alertness;  
Courtesy;  
Dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Motor Vehicle Operator's License.