



CLASS SPECIFICATION

Class Title: Driver I
Department: County-wide

Class Code: 4480
Eff. Date: 4/1/86
Grade: 7
Revised: 02/20/13

GENERAL PURPOSE

Under general supervision from an administrative superior, operates a van for the delivery of goods or materials in Davis County.

EXAMPLE OF DUTIES

Transports books, mail and other items to various locations throughout Davis County; sorts and distributes delivery items. Weighs and affixes postage to mail; transports mail to and from post office; sorts and distributes mail.

Cleans, fuels and informs appropriate staff of need for maintenance on van.

Maintains appropriate temperature and cleanliness within the vehicle; responsible for preventative maintenance on vehicles.

Keeps records of mileage; records materials picked up and delivered.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation. Preference given for paid work experience transporting goods or materials.

2. Special Requirements:

May be required to pass a criminal history background investigation, depending on which department the position is located.

Ability to lift heavy objects; specific weight determined by the department.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the

minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of vehicle operation and driving regulations.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise safety and precautionary measures, load and unload goods and materials from vehicle, follow written and oral instructions, communicate effectively (orally and in writing), establish and maintain effective working relationships with supervisors, other employees, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***