

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5720

TRUCK DRIVER LEAD

Abolished Effective February 10, 2006

BASIC FUNCTION

Lead others and drive trucks and vans of all types to transport materials, equipment, and people.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct, and check the work of others.

TYPICAL WORK

Lead delivery and truck drivers performing a variety of duties such as: parcel post pickup, refuse collection, furniture transportation and storage, passenger transportation, laboratory equipment and supplies delivery and maintenance and building supplies delivery;

Maintain overtime records and assist supervisor in assigning, scheduling, inspection, and laying out work of driver personnel;

Check progress of delivery driver jobs; provide estimates regarding necessary equipment, manpower, and completion times; prepare work schedules;

Drive trucks and vans of all sizes; assist others in movement and storage of furniture, supplies, and equipment;

May dispatch delivery and pickup drivers;

May handle and transport hazardous materials;

Perform duties of a Truck Driver II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND two years of full-time experience as a Truck Driver or similar work OR equivalent education/experience; AND possession of a valid

motor vehicle driver's license with the ability to obtain intermediate or equivalent endorsement.

New Class: 1-3-73

Revise Class: 8-4-89