

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: UTILITY DRIVER

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, operate District motor vehicles to pick up and deliver a wide variety of materials including mail, furniture, books, audio-visual equipment and other items to various school sites and locations.

REPRESENTATIVE DUTIES:

Load mail bags and deliver to school sites; collect outgoing mail and monies and transport to administrative office, bank or other designated location.

Operate a variety of District motor vehicles including cars, vans, and large and small trucks.

Pick up and deliver a variety of instructional materials including books, audio-visual equipment and other teaching aids.

Pick up and deliver District print center orders to all sites and different departments of the District.

May deliver warehouse supplies as needed.

Deliver District equipment to repair shops as needed; pick up and deliver special projects, items or packages as needed.

Fuel, wash and perform minor preventative maintenance on assigned District vehicles.

Pick up and deliver to other school districts, County offices and commercial businesses or out-of-town locations as needed.

Maintain routine records related to monies collected and taken to the bank.

Move, load and deliver furniture to school sites, storage or warehouse.

Pick up cartons of frozen foods from the freezer plant and deliver to school cafeterias.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operation of a variety of District vehicles including cars, vans and trucks.

Defensive driving techniques and rules of the road.

Proper methods of moving and transporting furniture, books, foodstuff and equipment.

Ability to:

- Pick up and deliver a wide variety of school District materials including furniture, books, mail, monies and foodstuff.
- Check fuel and wash assigned motor vehicles.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively and effectively with others.
- Operate a variety of District vehicles safely.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment. Move objects weighing more than 50 pounds using safe and proper methods and/or equipment.
- Observe legal and defensive driving practices.
- Meet schedules and time lines.
- Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid driver license.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting heavy objects, climbing, physical exertion and driving District vehicles to various locations.