



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Utility Driver**  
 Job Family: **Maintenance**  
 Prepared/Revised Date: **June 9, 2020**

FLSA Status: **Non-Exempt**  
 Pay Range: **MT18H**  
 Job Code: **63001**

**SUMMARY:** Responsible for driving a 24-foot box truck to pick up and deliver district mail and packages, move furniture and heavy item/equipment to and from schools and departments. Assist with set up or take down of equipment across the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform duties such as load, secure, and unload truck with furniture and heavy equipment, such as stages steps, risers, pianos, drums, sound shells, art boards display cabinets, ladders, wrestling mats, desks, tables, chairs, books etc.	D	30%
2. Pick up and deliver inner-school mail, USPS mail, packages between District sites. Receive and deliver parcel, large packages to District sites. Pick up and deliver District laundry, from sites to the District Laundry.	D	30%
3. Safely load and unload materials using a forklift, dolly, electric and non-electric pallet jack, wagon, and cart. Safely drive District vehicle on District property around students and employees.	D	10%
4. Pick up discarded items, equipment or materials and deliver to appropriate location.	D	10%
5. Using the District workorder system, pull, complete and close work orders.	D	7%
6. Perform pre- and post-trip inspections for the district vehicle that is being used.	D	1%
7. Assist with setting up, take down of equipment and furniture.	W	3%
8. Inspect and maintain district equipment carts, chairs, staging, sound shells and tables	W	3%
9. Assist with receiving purchase orders on packages received at the warehouse into the District financial data base.	W	1%
10. Attend work and arrive in a timely manner.	D	1%
11. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
12. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Must be able to obtain a Commercial Driver's License (CDL)
- Must be able to pass Department of Transportation (DOT) physical
- Must be able to pass pre-employment drug and alcohol tests
- Must meet District driver insurability requirements



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to work with and be a part of a team
- Ability to work independently
- Ability to operate a computerized security system
- Ability to lift 53 lbs and safely pull up to 88 lbs
- Ability to safely load, secure and unload furniture and heavy equipment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with forklift, dolly, electric and non-electric pallet jack.
- Operating knowledge of and experience with vehicles equipped with liftgates

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Required to carry and respond to cellphone during assigned shift

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds				x
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds		x		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze			x	
Communicate			x	
Copy			x	
Coordinate			x	
Instruct		x		
Compute	x			
Synthesize	x			
Evaluate	x			
Interpersonal Skills			x	
Compile	x			
Negotiate	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		x		
Work near moving mechanical parts			x	
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration			x	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	