

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

Truck Driver

QUALIFICATIONS:

1. High School Diploma
2. N.J. Commercial Driver's License (CDL); union member in good standing.
3. Experience and Knowledge in identifying and using varied building materials and equipment
4. Ability to perform basic mathematical skills; ability to operate 2 ½ ton dump trucks with tailgate lift and front-end winch.

PERFORMANCE RESPONSIBILITIES:

1. Prepares, loads, and delivers materials to work sites.
2. Assembles and delivers parts and materials to specific locations.
3. Operates 2 ½ ton dump truck with lifts and/or winches; handles heavy equipment as needed.
4. Prepares daily summaries of assigned work.
5. Upholds the philosophies/values of the Trenton Board of Education
6. Exercises safe and appropriate work habits
7. Demonstrates knowledge of and follows all prescribed safety policies/procedures
8. Demonstrates general knowledge of work processes within skill area.
11. Promotes positive inside and outside relations
12. Interacts with all co-workers and vendors as needed regarding buildings, grounds and security delivery issues.
13. Works in consultation with Foreman/Mechanic, and other Departments as needed, to ensure that buildings, grounds and security delivery issues are handled in a smooth and timely manner.
14. Performs other duties and responsibilities as assigned by the Foreman/Mechanic.

TERM OF EMPLOYMENT: Twelve month position

BARGAINING UNIT: Business and Technical

SALARY: In accordance with TEA Salary Guide

STATUS: Hourly _____ Salaried _____
Exempt _____ Non-Exempt _____

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Administrator personnel.

BOARD APPROVAL:

Board Approved
October 26, 2015