

## TRENTON BOARD OF EDUCATION

### JOB DESCRIPTION

# Truck Driver/Supply

#### QUALIFICATIONS:

1. High School Diploma
2. N.J. Commercial Driver's License (CDL);
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. Delivers supplies, materials equipment to all schools, administration building, and any other locations where special programs are based, as well as delivers text books.
2. Serves as stock clerk in the warehouse.
3. Loads and unloads trucks, and checks in stock.
4. Prepare shipments for schools.
5. Stamps "Board of Education" name in books.
6. Assists in tagging all computers to be distributed to schools and administrative departments.
7. Assists Storekeeper I with the physical inventory.
8. Prepares, loads, and delivers materials to work sites.
9. Assembles and delivers parts and materials to specific locations.
10. Upholds the philosophies/values of the Trenton Board of Education
11. Exercises safe and appropriate work habits
12. Demonstrates knowledge of and follows all prescribed safety policies/procedures
13. 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 administrator.

**TERM OF EMPLOYMENT:** Twelve month position

**BARGAINING UNIT:** Business and Technical

**SALARY:** In accordance with BST 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