

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32591
Job Class Code:	590	Salary Schedule:	ASRRDRIVE
EEO Category:	08	Grade:	09
Workers Comp Code:	9410		
Job Code Established:	09/28/92	Effective Date:	09/28/92
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Receiving and Distribution Series

JOB CODE TITLE: DRIVER

HRIS TITLE: DRIVER

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit Supervisor. Has the authority to make limited decisions regarding sequence of delivery and route modifications; to exercise limited judgment in routine vehicle inspections. Drives a vehicle in order to pickup and deliver mail, supplies, and other materials. May transport passengers to various locations, as required. Work product consists of timely and efficient completion of assigned deliveries and pickups; efficient and regular completion of routine vehicle maintenance; effective safeguarding of items in transit. Responsible for efficient and timely fulfillment of specific, assigned tasks; for transporting passengers without incident, as required; for ensuring the vehicle's safe operation.

EXAMPLES OF DUTIES: Drives a vehicle to designated locations, picking up and delivering mail, supplies, and other materials. Inspects and performs/arranges for routine service on vehicle at the beginning of each shift. Prevents damage or theft to items while in transit. May transport passengers to various locations, as required. May sort and prepare items or mail for distribution. Performs related work as required.

WORK CONDITIONS: May require the manual dexterity, good eyesight and strength needed to frequently handle medium-weight objects and materials of 25-30 pounds; may require occasional working from awkward position; may require occasional unavoidable, abnormal variations in environmental conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: work locale sufficient to locate designated destinations and meet assigned schedule; routine vehicle maintenance sufficient to perform such maintenance.

Skill in: operating a motor vehicle on a routine basis; transporting items without damage or loss; completing assigned delivery and pickup tasks in a timely and efficient manner.

Ability to: locate destinations with minimal use of time and fuel; coordinate assignments to provide for adherence to timetables.

SPECIAL SELECTION FACTORS: Requires possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment. Requires the ability to pass a post-offer physical exam.