

DEFINITION

Employees of this class drive light delivery pick-up and panel trucks with a GVW rating of up to 12 300 kg (27 000 lbs) in transporting mail, personnel, light materials, or equipment. Assignments may include incidental manual or clerical work. Although routine assignments are performed without immediate supervision, the nature of the work allows very little opportunity for independent decisions. Specific instructions are received from a superior who reviews the work for adherence to safety regulations and conformance to established standards.

TYPICAL DUTIES*

Delivers materials, parts and equipment to field crews, picks up parts and materials from vendors or warehouses; drives men to and from job sites.

Picks up and sorts incoming mail; delivers mail to various City departments; meters and records outgoing mail.

Delivers supplies, sports equipment and tools used in various Parks department recreations programs; assists in stores work when not driving vehicles.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to drive light vehicles skilfully, safely and in conformance with applicable laws and regulations.

Ability to secure the applicable vehicle operator's licence and a City Driver's Permit.

Ability to understand and execute oral and written instructions.

Physical strength and agility sufficient to perform the work of the class.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the eighth school grade supplemented by experience in the operation of vehicles assigned to the position or equivalent combination of training and experience. Possession of a valid Alberta Class 5 motor vehicle operator's licence.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0166			

Last Updated: 1979-06
Previous Updates:
Originated: