

DELIVERY SERVICE CHAUFFEUR

Rev. 09/2021
Erie County
Non-Comp. FT, PT – JG IV
Seasonal NB – JG 33
EK/ceb

GENERAL STATEMENT OF DUTIES:

Operates a light truck or other motor vehicle in the transportation of passengers or merchandise for the activities of a County department. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Works under the direct supervision of an administrative technical employee of higher rank who checks performance relative specific regulations and assigns daily tasks and delivery runs. May supervise a small number of subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

Operates a light truck, station wagon, or similar vehicle for the transportation of merchandise, mail, records, documents, stationed and similar material between district offices and departments, post offices, and local government agencies for the operation of a County Department;
Transports employees, clients, patients, inmates to hospitals and institutions;
Leads and unloads supplies; checks the receipts of supplies and delivery lists, to determine if all items are received or delivered;
Services automotive vehicle by checking and replenishing gas, oil, water, tires, batteries, and other running repairs;
Keeps mileage records of gas and oil consumption; Reports all accidents and repairs.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of the operation and maintenance of light motor vehicles;
Ability to make minor repairs and adjustments to automotive equipment;
Ability to understand and follow routine oral and written instructions;
Ability to get along well with others; Industry and dependability;
Capable of performing the essential functions of the position with or without reasonable accommodation.

ACCEPTABLE TRAINING AND EXPERIENCE:

Elementary education and one (1) year of satisfactory experience in the operation of a truck or other automotive vehicle.

SPECIAL REQUIREMENT:

Possession of a New York State Motor Vehicle Operator's License appropriate for class of vehicle operated at the time of appointment and throughout period of employment.