

		ISSUED: <u>7/92</u> & 3/88
TITLE: <u>Vehicle Operator</u>	SALARY SCHEDULE: _____	CLASS CODE: <u>AS712</u>
UNION: <u>AFSCME</u>	SALARY GRADE: _____	EEO CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>AS</u>

POSITION PURPOSE

Operate and perform minor repairs and maintenance on standard over-the-road vehicles for the University.

ESSENTIAL JOB FUNCTIONS

- Drive licensed vehicles for University business. Operate standard and automatic transmission trucks, vans, buses and passenger cars safely; understand and obey all traffic laws. Pick up and deliver packages, furniture, equipment and other matter; transport department personnel; run errands; assist in loading and unloading vehicle.
- Operate groundskeeping equipment. Safely use tractors and jeeps equipped with snow plows, snow brushes, scrapers, auger, rakes plows, sprayers, trailers, weed cutters, salt spreaders and other attachments; run forklift trucks, street sweepers and driver-operated lawn mowers; use equipment requiring manipulation of several controls simultaneously.
- Perform routine servicing of vehicles and attachments. Check fuel, oil, water, anti-freeze, brake fluid, battery fluid, etc. levels; add and/or change fluids as necessary; change tires; install, remove, grease and adjust attachments; wash and/or steam clean vehicles and attachments. Perform minor repairs not requiring a mechanic.
- Oversee and participate in moving activities. Determine appropriate course of action to safely and efficiently move furniture and equipment; instruct lower level staff on appropriate methods and procedures; transport very heavy, awkward furniture and equipment up and down stairs, through doorways and hallways and around corners safely without damaging floors or carpet; place equipment and furniture in appropriate location according to specification. Use hand trucks and other equipment as situations permit.
- Perform other duties as assigned, including those of lower level classifications.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of appropriate valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Knowledge of State and local traffic laws.
- Ability to operate and perform routine maintenance on a variety of vehicles such as trucks, vans, cars, tractors, forklift trucks, street sweepers, etc. and attachments.
- Ability to transport very heavy furniture and equipment.
- Ability to work in varying environmental conditions utilizing appropriate safety precautions and procedures.
- Must obtain security clearance.