

CHAUFFEUR (SCHOOL DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS: Work primarily involves responsibility for the safe and economical operation and care of a station wagon or light delivery truck for transporting passengers or materials. Work may also involve the performance of routine tasks in the processing of audio-visual equipment and/or supplies and cleaning of buildings and equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Delivers equipment and supplies to the school assigned; May delivery money collected for noon lunches to the bank; Checks, adjusts and makes simple repairs to audio-visual equipment; Delivers mail for the school district; Delivers messages, supplies and materials; Washes, cleans and lubricates vehicle; Checks oil, tires, mileage and gasoline; Dusts chairs, desks, tables and other furniture; Washes windows, walls, woodwork, water closets, tubs and bowls; Sweeps, mops and washes floors; May act as helper to Custodian or Maintenance Man.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the geography and traffic laws of the area; Ability to operate an automobile or light delivery truck; Familiarity with cleaning methods, materials and equipment; Ability to understand and follow simple oral and written instructions; Manual dexterity; Dependability; Courtesy; Good physical condition.

MINIMUM QUALIFICATIONS: Candidates must be eligible for an operator's license issued by the New York State Department of Motor Vehicles at time of application. Possession is required at time of appointment.

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