



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **MOTOR VEHICLE OPERATOR**
Jurisdictional Class: Non-Competitive
Civil Division: County School Districts
Adoption: CSM
Revised: CSM 6/24/78, 09/10/03

DISTINGUISHING FEATURES OF THE CLASS:

Operates a light motor vehicle in transporting materials and supplies; does related work as required. This position involves responsibility for the safe and economical operation and care of a light motor vehicle such as a station wagon, pick-up or panel truck. It requires a willingness to perform a variety of routine manual tasks. The work is performed under general supervision in accordance with established policies and procedures.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a light motor vehicle in transporting supplies, equipment, films, food, and mail;
Sorts and delivers mail to various departments and offices;
Prepares and delivers supply, film, audio-visual equipment and book orders;
Picks up money and delivers to banks;
Carries files, moves furniture, and performs related manual tasks;
Checks oil, tires, mileage, and gasoline;
Performs a variety of errands requiring use of automobile or other light motor vehicle;
Keeps simple clerical records;
May operate a variety of office equipment such as postage, photocopying, ditto, and offset printing machines when not engaged in transporting or delivery activities;
May transport passengers upon occasion;
Washes and cleans vehicle and suggests needed repairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the geography and traffic laws of the area;
Ability to operate an automobile or light delivery truck;
Ability to understand and follow simple oral and written instructions;
Willingness to perform routine manual tasks;
Mechanical aptitude;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) One (1) year of experience in the operation of a light motor vehicle such as pick-up or panel truck, station wagon or automobile.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level New York State Driver's License at the time of application for appointment.

Possession of license at time of appointment.