

HEAD MOTOR EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of Warehouse Supervisor, is responsible for checking and delivering supplies to various divisions. An incumbent supervises and participates in the operation, loading and unloading of a vehicle delivering supplies from the warehouse to various divisions. Exercises partial supervision over Motor Equipment Operators and delivery crews. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Checks supplies to be delivered against requisition for proper quantities and weights;

Delivers general supplies, food and freight to various divisions;

Supervises the work of operators and laborers in loading and unloading trucks;

Performs driver maintenance to assigned vehicle such as minor repairs, cleaning and servicing;

Performs manual labor, such as loading, unloading and moving supplies to and from delivery areas.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation of trucks; ability to carry-out completely routine work; ability to get along well with others and exercise minor supervision; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and two years experience in delivering supplies.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License, appropriate for the vehicles operated. If assigned to drive heavy motor equipment, as defined in the Commercial Motor Vehicles Safety Act, incumbents will be required to possess a Commercial Motor Vehicle License with required endorsements. Under New York State law applicants for the CDL must be 21 years old.