

ISSUED: **3/13, 7/92**

& 3/88

SALARY

CLASS

TITLE: Vehicle Operator

SCHEDULE: _____

CODE: AS712

SALARY

EEO

UNION: AFSCME

GRADE: _____

CODE: 70

FLSA: Non-Exempt

E-

CLASS: AS

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.
- All Vehicle Operators are considered to be "Essential Personnel," and are required to report during a university emergency closure period.
- Perform other duties as assigned, including those of lower level classifications.

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.