CLASS TITLE: **Pool Motor Truck Driver**

CHARACTERISTICS OF THE CLASS: Under supervision, works full time temporary assignments at various departments as needed, driving and operating a wide variety of motor vehicles and power equipment; and performs related duties as required.

ESSENTIAL DUTIES: Transports materials, tools, equipment and personnel to and from projects; drives sweepers, snowplows and spreaders to clear streets, airfields and runways and spread sand, salt and other products; drives garbage and refuse collection trucks on assigned routes and to disposal sites; inspects vehicles or mechanical equipment for proper operation and checks oil and fluids; reports extensive mechanical repairs to supervisor; completes various paperwork including worksheets, repair orders, activity logs, and other forms documenting driving assignments; conducts safety checks to ensure assigned vehicle and equipment are in proper working order.

RELATED DUTIES: Positions at the city’s airports communicate with other drivers and control tower personnel while on the airfield.

MINIMUM QUALIFICATIONS:

**Training and Experience.** Possession of a valid Class "A" or "B" Commercial Driver's License (CDL) with an X endorsement.

Applicants must pass a driving test demonstrating their ability to operate various vehicles, which may include vehicles up to 7-speed manual transmission.

A Class "A" Commercial Driver’s License (CDL) is required for positions driving a tractor/trailer or 20 ton truck.

**Knowledge, Abilities and Skill.** Good knowledge of automotive and similar motorized equipment. Good knowledge of traffic laws and safety procedures. Good knowledge of geographical locations throughout the City and surrounding areas.

Ability to drive manual transmissions. Ability to drive various automotive vehicles. Ability to follow written and oral instructions. Ability to operate motorized vehicles. Ability to enter and exit vehicles and automotive equipment safely.
CLASS TITLE: Pool Motor Truck Driver (Cont'd)

Skill in the operation of automotive equipment.

Physical Requirements. Must be able to lift and carry up to 35 lbs. occasionally

Working Conditions. May be exposed to noise or dust, and extreme temperatures and severe weather conditions.

Equipment. Various automotive and power equipment. Communication devices.

Note: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

September, 2008
City of Chicago
Department of Human Resources