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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MOTOR VEHICLE OPERATOR
Code: 820130 5GK
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Operates a motor vehicle or other light automotive equipment in the performance of assigned tasks; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this class of employee operates an automobile or small truck for the purpose of collecting and delivering messages, records and materials. Instructions are usually received in the form of written or oral requests for specific items to be picked up or delivered. The employee may participate in cleaning or routine clerical tasks.

TYPICAL DUTIES

- * 1. Operates passenger vehicle or light truck in calling for and delivering, supplies, equipment, food stores and other materials.
- * 2. Operates motorized lawn mowing and snow plowing equipment.
- * 3. Performs minor routine maintenance service on vehicles such as checking water, gas, oil, air, and other necessities for vehicles.
- 4. Performs routine cleaning or clerical tasks between deliveries.
- * 5. Drives a truck to transport laborers, supplies, tools, equipment, office furniture, etc., as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation of one or more types of light automotive equipment.
2. Knowledge of the maintenance and minor repair of various types of automotive equipment.
3. Ability to understand and follow oral and written instructions.
4. Ability to learn assigned clerical or cleaning tasks.

MINIMUM QUALIFICATIONS

Training and Experience

Possession of a valid class "D" Driver's License.

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