Semi-Truck Driver

**JOB PURPOSE:**

Loads and delivers goods and materials to campus locations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Drives semi tractor-trailer to deliver goods and materials to various campus locations.

Loads skids into trailer and unloads at destination. Checks delivered items against requisition; secures the appropriate acknowledgement/signatures for receipt of items; collects and loads empty skids and containers.

Assists with unloading trucks at central storage facilities; operates power fork lift as needed.

Maintains truck in clean and safe operating condition.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to operate a semi tractor-trailer.

Ability to know your location in relation to the environment or to know where other objects are in relation to you and the vehicle.

Ability to work in safe and efficient manner.

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**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** Two years truck driving experience

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University; Class A-NT CDL license and passing DOT physical exam/drug testing on a continuing basis; forklift operator certification.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingerign, talking, hearing, and seeing.
WORKING CONDITIONS:

Spends most time outdoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.