Truck Driver

**JOB PURPOSE:**

Transports materials and equipment to job sites.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

 Operates various types of trucks (dump, flatbed, pickup, packer, box) to deliver materials (supplies, furnishings, equipment, tools, ordered parts, sand, stone, soil, asphalt, plant material, trees, shrubs, solid waste, recycled materials, etc.) to job site.

 May use procurement card, purchase orders and verbal descriptions to locate and obtain required materials, parts, tools, equipment, etc.

 Manually loads and unloads vehicle.

 Uses rollers, block and tackle, hand trucks, hydraulic lifts, Johnson bars and other equipment to lift and move large or heavy items.

 Tows trailer to deliver auxiliary equipment to job site.

 Operates truck with mounted snow blade and sand spreader to clear streets, drives, and parking lots.

 Inspects vehicle for proper operating condition. Checks fluid levels, tire pressures, and lights.

 Maintains vehicle records and logs.

 Performs grounds maintenance tasks as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

 Knowledge of various truck types and their use and maintenance.

 Ability to operate dump truck, flatbed truck, and pickup truck.

 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 use basic hand tools and basic grounds keeping tools and equipment.

 Ability to work in safe and efficient manner.

 Ability to use a computer.

 Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS:

Education: General knowledge at the high school level.

Experience: One year truck driving experience.

Certifications/Licenses: Valid driver’s license and ability to be insured by Indiana University; may require CDL license and passing DOT physical exam.

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, fingering, 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.