

**BOARD OF REGENTS
STATE OF IOWA
REGENTS MERIT SYSTEM**

Class Title: Motor Vehicle Operator II

Class Code: 7982

Pay Grade: 206

GENERAL CLASS DESCRIPTION:

Under general supervision operates motor vehicle to transport personnel or materials. Uses judgment in the proper handling of cargo and determining priorities of assignments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Reads work order to determine materials to be transported. Consults with person responsible for materials to be hauled in order to determine special needs. Verifies load with suppliers against order request.
2. Loads and unloads cargo including hazardous materials or sensitive instrument. Secures cargo using chains, rubberized straps, padding to prevent damage.
3. Assembles furniture or exhibits.
4. Services vehicles, both interior and exterior, including cleaning and washing with power equipment, refueling and other minor items of vehicle maintenance as required.
5. Performs as a Laborer when not driving.
6. Responds to calls for emergency service, including snow removal, as required.
7. May require occasional in-state and out-of-state overnight travel.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to lift up to 100 pounds.
2. Ability to read, write, follow instructions and communicate orally.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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3. Ability to operate moving equipment such as pallet movers and forklifts.
4. Ability to make sound judgments and decisions.
5. Ability to safely operate and insure proper maintenance of vehicles.
6. Knowledge of proper loading/securing techniques for specialized cargo.
7. Knowledge of the rules and regulations governing operation of state vehicles.
8. Knowledge of motor vehicle laws.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year experience driving trucks.
2. Possession of the class (class A, B, C or D) of drivers license appropriate to vehicle driven and/or materials transported.

REVISION EFFECTIVE: December 1, 1990