

# CLASSIFICATION SPECIFICATION

## Transportation Technician

FT/ PT Class Code: 7495, 7995      Pay Grade: B/C 03      FLSA: Non-Exempt      Rev. 07/01/07

**SUMMARY STATEMENT:** An incumbent is responsible for the operation of a vehicle in a safe and efficient manner, and for conducting pre- and post-trip inspections of the vehicle.

### **NATURE AND SCOPE:**

A class incumbent typically reports to a technical supervisor. A significant aspect of this class is the safe and efficient operation and maintenance of vehicles. Incumbent may also, in season, be required to remove snow or ice from the vehicle.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Operates the vehicle in a safe and efficient manner. Picks up passengers and drives vehicle to destination.
2. Conducts pre-trip and post-trip safety inspections on the vehicle and its equipment.
3. Performs pre-trip and post-trip cleaning of vans. Ensures vans have adequate fuel.
4. Completes logs and other required records.
5. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of applicable motor vehicle laws.
- ◇ Knowledge of the location of destinations and time schedules.
- ◇ Knowledge of routine vehicle maintenance procedures.
- ◇ Ability to operate a motor vehicle in a safe manner.
- ◇ Ability to make decisions pertaining to inclement weather or road hazards in rerouting the vehicle.
- ◇ Ability to read, write, and follow instructions.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma and one (1) year of relevant experience; or other equivalent combination of education and experience.
- ◇ Possession of a valid driver's license as issued by the Division of Motor Vehicles.