

9807

### DRIVER 3

#### NATURE OF WORK

Under general supervision, with wide latitude for the exercise of independent judgment, an employee in this class drives an agency-owned tractor-trailer or other similar motor vehicle with a GVW in excess of ten tons and a wheel base of 55' or more, or a specialized mobile unit approximately ten tons GVW with a 35' wheel base. Employee may be responsible for routine maintenance of the assigned vehicle and for specialized mobile units, the maintenance of equipment within the unit. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS** (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties that may be assigned.)

Drives a tractor-trailer, specialized mobile unit or other motor vehicle or similar size.

Performs routine maintenance of assigned vehicle.

Maintains mileage, maintenance, repair and delivery records on assigned vehicle.

Loads and unloads supplies and/or equipment.

Performs routine maintenance of equipment within a specialized mobile unit.

Screens surplus property prior to purchase.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of state motor vehicle laws and regulations.

Knowledge of principles and practices of defensive driving.

Ability to drive a tractor-trailer or other similar motor vehicle of more than ten tons GVW.

Ability to perform routine maintenance and repair of assigned vehicle.

Ability to maintain simple vehicle and/or stock records.

Ability to add, subtract, multiply and divide.

Ability to follow simple oral and written instructions.

Ability to lift and carry weights up to 100 lbs.

Ability to perform routine maintenance and repair of equipment within specialized mobile units.

#### MINIMUM QUALIFICATIONS

**Training:** No formal education required.

**Experience:** 1) The equivalent of two (2) years of full-time paid employment within the last eight (8) years in the operation of a tractor-trailer or other similar motor vehicle with a GVW of ten tons or more.

**Note:** For specialized mobile units, must have the equivalent of one (1) year of full-time paid employment as a mechanic, electrician, appliance serviceman or other closely related occupation.

**Substitution:** Completion of a formal course in truck driving of at least 1080 clock hours may be substituted for one year of the required driving experience.

**Note:** Completion of a formal course in appliance repair, construction and maintenance trades, air conditioning, electrical occupations, or other closely related trade course of at least 1080 clock hours may be substituted for one (1) year of special experience required for the mobile units.

**Promotional Substitution:** Two (2) years of experience as a Driver 2 which included on the job instruction in the operation of a motor vehicle with a GVW of 10 tons or more.

**Special Requirements:** 1) Must possess a valid commercial driver's license, with the appropriate classifications, endorsements, and restrictions, at the time of hire and must maintain such for duration of employment.

2) Must have had a good driving record with no suspension or revocation of driver's license during the past seven years.

3) Distant visual acuity of 20/40 or better, using both eyes, either with glasses or contact lenses or without glasses or contact lenses, and with no serious obvious visual defect as determined by a standard vision test administered by the West Virginia Department of Public Safety.

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