

DRIVER/COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe and economical operation of a motor vehicle in the delivery and pickup of equipment, supplies, materials, information, and messages. The incumbent may perform basic maintenance or inventory control duties when not making deliveries. The work is performed under general supervision according to set procedures. A Driver/Courier does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates a motor vehicle delivering equipment, supplies, materials, messages, and information;
- Loads and unloads vehicles;
- Makes special deliveries as assigned;
- May perform minor repairs on agency equipment and preventive maintenance on vehicles;
- May perform basic maintenance tasks;
- May, on occasion, transport personnel from one location to another.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of light motor vehicles; good knowledge of vehicle and traffic laws as related to the operation of automotive equipment; ability to make simple automotive repairs; ability to perform general maintenance work; ability to follow oral and written directions; ability and willingness to perform routine manual tasks; a good driving record; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Possession of an appropriate class New York State Operator's License.

SPECIAL REQUIREMENT: Use of a privately owned motor vehicle if required by the employer.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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