

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

Class Title: Motor Vehicle Operator I

Class Code: 7981

Pay Grade: 204

GENERAL CLASS DESCRIPTION:

Under direct supervision or within specified operating procedures operates motor vehicle to transport materials or to pick up and dispose of trash according to a set schedule and route or as dispatched.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates motor vehicles to transport materials, supplies, etc. to and from offices, job sites and other specified destinations upon instructions from dispatcher or according to established routes.
2. Loads, unloads and secured cargo.
3. Hauls trash, refuse, and debris to disposal sites as required.
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.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to lift up to 100 pounds.
2. Ability to communicate orally
3. Ability to operate moving equipment such as pallet movers and forklifts.

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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4. Ability to safely operate and insure proper maintenance of vehicles.
5. Knowledge of proper cargo loading and securing techniques.
6. Knowledge of the rules and regulations governing operation of state vehicles.
7. Knowledge of motor vehicle laws.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Ability to read, write and follow instructions.
2. Possession of Iowa Motor Vehicle Operator's license.

REVISION EFFECTIVE:

July 1, 1989