



JOB DESCRIPTION

Job Title: Driver
Program: Employment Services
Reports to: Operations Supervisor
FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified

SUMMARY:

The Driver for Closet Collections has primary responsibility for the operation of the Closet Collections van and picking up donated items.

DUTIES AND RESPONSIBILITIES:

1. Performs pick-up service of donated items for FRA Closet Collections.
2. Operates Closet Collections van.
3. Completes all routes as assigned.
4. Maintains communications with Operations Supervisor about routes and donations.
5. Ensures donations are at a pick-up rate of 60% or above.
6. Completes daily truck reports.
7. Projects a positive image for FRA.

MINIMUM EDUCATION AND EXPERIENCE:

1. High School Diploma or G.E.D.
2. Experience operating large vehicles, (CDL not required).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to work with minimal supervision. Ability to be punctual and reliable. Demonstrated ability to communication with the general public. Demonstrated ability to perform tasks in a professional and businesslike manner. Knowledge of greater Fairbanks area roads preferred.

LICENSES/CERTIFICATIONS REQUIRED:

Alaska Driver's License
Certification in Adult CPR
Certification in First Aid
MANDT Certification

IMMUNIZATION REQUIRED:

Annual PPD Test

Hepatitis B immunization (or) Waiver

WORKING CONDITIONS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES:

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like; using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

Stooping: Bending body downward and forward by bending spine at the waist.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forwards, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.

Driving: Minimum standards required by State Law (including license).

ENVIRONMENTAL CONDITIONS:

Worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)

Worker is subject to outside environmental conditions: No effective protection from weather.

REVISED DATE: 03/10/01