

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MOTOR VEHICLE OPERATOR - LIGHT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Motor Vehicle Operator - Light positions. Positions allocated to this series are primarily responsible for operating light motor vehicles, under 26,000 pounds, gross vehicle weight (GVW).

B. Exclusions

Excluded from this classification are positions primarily using motorized equipment (i.e., electric pallet jacks, lawn mowers, tuggers, etc.) that do not require the incumbent to adhere to laws governing the public roadways (i.e., the need for a valid driver's license), and/or the use of that equipment is an incidental function of the position's overall duties which is more appropriately placed in another classification.

II. DEFINITION

Positions in this classification operate vehicles which weigh under 26,000# GVW a majority of the time. These vehicles include: automobiles, pick-up trucks, passenger vans, cargo vans, step vans, van body trucks, buses, and various other trucks weighing under 26,000# GVW. These positions may be responsible for picking up and delivering United States Postal Service (USPS) mail; UPS parcels; interdepartmental mail, which includes sorting the mail as it is collected; or various other packages, containers, or other items. Some operators may transport personnel to and from job sites or other destinations, and/or procure materials, parts and equipment from various local vendors throughout the city. Other positions are primarily responsible for operating a gasoline powered vehicle on institution grounds to pick up and deliver dirty and clean linen, furniture, supplies, or food trays. This type of work requires a great deal of bending, lifting, pushing and pulling. One position functions as the assistant on the dairy products delivery truck at the U.W. Madison. May operate a fork lift to load or unload equipment and materials as required. These positions are also responsible for minor upkeep and maintenance of the vehicle, such as checking tires, fluid levels, fueling the vehicle, etc. Some vehicles may require the operator to have a Commercial Driver's License (CDL).

III. EXAMPLES OF WORK PERFORMED

- 1) Drive light trucks to deliver or return maintenance personnel, tools, parts, equipment, construction materials and supplies to/from work sites.
- 2) Pick up and deliver packages, books and other materials for various departments.
- 3) Load or direct the loading of the truck, insuring the weight is properly distributed and cargo is secured.

- 4) Refuel truck and perform other minor preventive maintenance.
- 5) Operate mobile radio in vehicle to communicate with dispatcher for instructions, directions, new assignments, etc.
- 6) Prepare simple reports and maintain records.
- 7) Load 10-gallon cans of milk, cases of milk products in small containers, 2½-gallon ice cream containers, and other miscellaneous processed foods from the dairy loading dock.
- 8) Pick up malfunctioning and deliver repaired computers and related equipment.
- 9) Deliver mail and parcels from truck to mail room(s) in buildings, and pick up outgoing mail.
- 10) May sort USPS mail into various classes according to postal regulations.
- 11) Sort interdepartmental mail on the truck according to building delivery.
- 12) Substitute as dispatcher in absence of regular dispatcher.
- 13) Load food carts filled with trays to be delivered to various locations.
- 14) Pick up empty food carts from all living units after each meal.
- 15) Deliver clean linen from the laundry to various locations within the institution.
- 16) Pick up dirty linen from various locations within the institution and deliver it to the laundry.
- 17) Shuttle personnel between fleet vehicle storage and campus.
- 18) May supervise students or other helpers assisting in the movement of materials.

IV. QUALIFICATIONS

Some positions may be required to have a commercial driver's license. Other qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.