

CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: Work primarily involves responsibility for the safe and economical operation and care of a station wagon, light delivery truck or van for transporting passengers or materials. Work may also involve the performance of routine tasks in the processing of audio-visual equipment and/or supplies and cleaning of buildings and equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Delivers equipment and supplies to a school as assigned; May delivery money collected for noon lunches to the bank; Checks, adjusts and makes simple repairs to audio-visual equipment; Delivers mail for the school district; Delivers messages, supplies and materials; When transporting the elderly assists in entering and leaving the vehicle and/or home or agency office; Washes, cleans and lubricates vehicle; Checks oil, tires, mileage and gasoline; Dusts chairs, desks, tables and other furniture; Washes windows, walls, woodwork, water closets, tubs and bowls; Sweeps, mops and washes floors; May act as helper to Building Maintenance staff.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the geography and traffic laws of the area; Ability to operate an automobile or light delivery truck; Familiarity with cleaning methods, materials and equipment; Ability to understand and follow simple oral and written instructions; Manual dexterity; Dependability; Courtesy; Good physical condition.

MINIMUM QUALIFICATIONS: Candidates must be eligible for an operator's license issued by the New York State Department of Motor Vehicles at time of application. Possession is required at time of appointment and maintained during employment.

Revised 7/6/87; 3/10/21; 7/13/21