



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 534.1

Job Title: **TRUCK DRIVER**

Pay Grade: 6

GENERAL SUMMARY:

Transports personnel, equipment, supplies, debris and other materials.

RESPONSIBILITIES:

- Transports personnel to and from work sites.
- Transports units to vendors for repairs and retrieves units once repairs have been completed.
- Cleans and services vehicles and equipment.
- Loads and unloads vehicles.
- Ensure necessary parts are stocked in the trucks for available usage.
- Cleans and maintains inlets and other areas.
- Attends driving and safety training programs.
- Organizes and coordinates distribution of food, supplies, and other materials.
- May operate a variety of hand and power tools and heavy equipment, i.e. air blowers, sweepers, forklift, etc.
- May transport various materials to the landfill.

WRECKER DRIVER (POLICE DEPARTMENT ONLY):

- Vehicle Compound Lot Coordinator.
- Movement and arrangement of vehicles and/or parts on the Vehicle Compound Lot.
- Tows disabled police vehicles and/or parts to the Vehicle Compound Lot.
- Provides emergency road service to repair vehicles.
- Repairs and changes tires, batteries, fuses, headlamps, windshield wipers, belts, hoses, and other auto parts.
- Tows stolen vehicles and other stolen property; transports them from scene of crime or roadside to police stations.
- Stocks and services fleet maintenance wreckers to keep them in working order.
- Answers telephone and provides assistance to inquiries regarding stored vehicles or parts.
- Other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

SPECIFICATIONS: (continued)

EXPERIENCE:

Six months of experience driving a heavy commercial truck or its equivalent are required.

License: With the exception of Wrecker Drivers in the Police Department, must have valid Class A or B Commercial Driver's License and comply with the City of Houston's policy on driving.

Wrecker Drivers in the Police Department must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Truck Driver

Effective: October 1990

Revised: October 2019