

DRIVER-MESSENGER

62010

(Non-Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for driving an automobile, van or light truck in transporting passengers or materials. Under immediate supervision, the employee operates an automobile or small truck for the purpose of chauffeuring department officials or collecting and delivering messages, records, and materials. The position requires lifting, handling and loading materials which may be indoors or outdoors. A Driver-Messenger may be responsible for a small amount of cash to be used to purchase items from merchants who are on a delivery route. Instructions are usually received in the form of written or oral requests for specific items to be picked up or delivered. The employees may participate in routine clerical tasks in the office of assignment between deliveries. Work is reviewed upon completion for prompt delivery of materials requested and the safety of operation of the vehicle. Does related work as required.

TYPICAL WORK ACTIVITIES

Operates passenger vehicle or light truck in delivering to and from various departments, records, materials, or other supplies.

Receives written requisitions for petty cash purchases and accounts for any expenditure.

Performs routine clerical tasks in the office of assignment between deliveries.

Gives minor routine maintenance service to vehicles, checks it each day for gasoline, oils, battery, tires and general running condition and cleanliness.

May be required to handle, position, or move materials.

May load and unload trucks, vans or cars of such items as crates, machinery, furniture, or equipment by physically lifting the items or by operating a cart, hand truck, or similar equipment.

May move items to and from storerooms or during the pick-up and delivery of materials.

May perform team lifting of heavy or bulky objects.

May act as chauffeur for departmental officials.

When assigned to the Onondaga County Health Department

Participates in public health preparedness activities as trained and assigned.

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

When assigned to the Onondaga County Department of Transportation

Acts as wing person on snow removal equipment.

When assigned to the Village of Minoa

Operates an ambulance on all ambulance and rescue calls.

When assigned to the Town of Cicero

Transports seniors to and from the senior center operating a 14-passenger van.

When assigned to Onondaga Community College

May operate an 18-passenger van with wheelchair accessibility to transport passengers to various locations on campus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the geography of the jurisdiction and traffic regulations.

Working knowledge of office practices and procedures.

Ability to operate an automobile, van or light truck safely and efficiently in traffic and under adverse weather conditions.

Ability to understand and follow oral and written instructions.

Ability to learn assigned clerical tasks readily and to adhere to prescribed routine.

Ability to continually lift, lower and carry packages, materials, or equipment.

MINIMUM QUALIFICATIONS

Possession of a valid operator's license Class D, or a Non-CDL Class C or a CDL - Class C with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle being operated.