



Position Title: Driver, Office of the College
Reports To: Chief of Staff
Department: Office of the College President
Prepared By/Date: Jennifer C. Brito/05-04-2009
Approved By/Date: George Andrews
Revised:

Job Code: 4919
Job Group: SNE
Salary Grade: 9
FLSA Status: Non-Exempt

Summary:

The Driver will assist in the Office of the College President by making deliveries and picking up materials at the College's eight campuses.

Essential Duties and Responsibilities:

- Runs errands and makes scheduled deliveries
- Picks up packages and mail on assigned route
- Assists in the delivery and pick up of items from organizations in the community who are assisting with College matters
- Assists in mailings, folding correspondence, and inserting materials into envelopes
- May perform light clerical duties such as faxing and copying of documents, answer and route calls, and type routine correspondence
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals
- Ability to apply common sense understanding to carry out instructions furnished in written and oral
- Must be able to work outdoors
- Must be able to drive for long periods of time
- Must be able to lift 25 lbs and perform other manual work
- Must be willing to work a flexible schedule when needed.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Work environment involves some exposure to hazards or physical risks, which require following basic

safety precautions.

Light physical effort. Requires handling of average-weight objects up to 10 pounds or some standing or walking.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Must possess a valid State of Florida driver's license.
- Must be very familiar with Miami Dade County.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name