



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

COMMERCIAL TRUCK DRIVER B

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 37 Job #: SA05A
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JOB SUMMARY

This is a journey level position performing Commercial Truck Driver B job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized commercial driving skills and job knowledge to safely, lawfully, and skillfully transport material and supplies. The position normally drives a truck which has two axles, a single transmission, and gross vehicle loaded weight of 28,000 pounds or less. The position is responsible for cleanliness and general appearance of the assigned vehicle, and to transport and safely and properly load and unload equipment and materials throughout the service area. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: None

JOB DUTIES

1. Operates commercial vehicles and secures cargo to safely transport supplies, tools, equipment, construction materials, fabricated items, salvage, and chemicals.
2. Picks up and delivers mail.
3. Tows equipment such as industrial sized blowers, generators, and light towers.
4. Performs and logs daily truck inspection in accordance with the rules and regulations of appropriate jurisdictional agencies.
5. Properly handles and transports hazardous materials in accordance with the appropriate jurisdictional agencies, prepares bills of lading, and applies appropriate placards as required by law.
6. Performs minor vehicle adjustments and reports maintenance and repair needs.
7. Provides training to back-up drivers and storekeepers related to truck inspections, safe loading and

securing, and required documentation.

8. Performs other related Commercial Truck Driver B job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and four years of increasingly responsible, relevant experience operating vehicles that carry a loaded gross vehicle weight of 28,000 lbs or less.

Required Knowledge of: Basic mathematics; proper and safe operation of commercial vehicles having a gross loaded weight of 28,000 pounds or less; proper load distribution and securing techniques; transporting hazardous material; local, state, and federal regulations pertaining to commercial vehicle operations; and current office technology and equipment.

Required Skills and Abilities to: Safely drive a range of commercial vehicles; perform load distribution and securing techniques; use independent judgment; problem solve; efficiently plan and organize work; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position will be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- Forklift

Licenses

- Valid California Commercial Class B Driver License with Hazardous Material endorsement that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

MWD

Metropolitan Water District of Southern California

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements

Job Title: Commercial Truck Driver B

Job Code: SA05A

Adopted: 03/11/13

Revised: 09/10/17

Supersedes:

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