

## TRUCK DRIVER HELPER

### DEFINITION

Loads and unloads various types of supplies, equipment, and furniture.

### TYPICAL DUTIES

Loads and unloads desks, lockers, chairs, lumber, cement, paint, hardware, stationery, frozen foods, meats, produce, canned goods, and other materials necessary for the operation of various units within the District.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Truck Driver Helper assists in making truck deliveries and pickups of supplies, equipment, furniture, and materials by loading and unloading trucks and may work on a warehouse loading dock.

A Heavy Truck Driver Assistant loads and unloads supplies and equipment; assists Heavy Truck Drivers in making deliveries; and may drive any size or type truck for short distances, intermittently, or to augment the regular driving staff on a relief or emergency basis.

A Stock Worker performs general entry-level duties of placing stock in storage, readying orders for shipment, and loading trucks.

### SUPERVISION

Work direction is received from Truck Drivers and Heavy Truck Driver Assistants. Supervision is received from Loading Dock Supervisors, Assistant Loading Dock Supervisors, and Truck Dispatchers. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Proper methods of loading and unloading trucks and securing loads and equipment on trucks for safety  
Safe methods of lifting heavy and bulky objects

#### Ability to:

Understand and follow written and oral instructions  
Exercise proper judgment in loading and unloading supplies, equipment, and furniture  
Operate and use hydraulic lifts, forklifts, jacks, chains and binders, skids, flats, pallets, hand trucks, and other loading and storing devices  
Work effectively with District personnel

Special Physical Requirements:

Safely lift and carry objects weighing up to 100 pounds  
Withstand and work in extremely cold temperatures for short periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of verifiable work experience loading and unloading supplies, groceries, frozen foods, furniture, or equipment into and from trucks.

Special:

Successful completion of a District Forklift Training Course prior to completion of probation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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