Driver Series

Code No.	Class Title	Occ. Area	Prob. Period	Class Spec Effective Date	Exam Effective Date	Last Action
2066	Driver	15 Semi-Skilled Trades	6 mo.	~~10/15/2023~~	~~10/15/2023~~	~~Revised/CIT~~
1236	Heavy Driver	14 Skilled Trades	6 mo.	~~10/15/2023~~	~~10/15/2023~~	~~Revised/CIT~~
1844	Driver Sub-Foreperson	14 Skilled Trades	6 mo.	~~10/15/2023~~	~~10/15/2023~~	~~Revised/CIT~~
1576	Driver Foreperson	14 Skilled Trades	6 mo.	~~10/15/2023~~	~~10/15/2023~~	~~Revised/CIT~~

Promotional Line: 66

Series Narrative

Employees in this series are responsible for moving and transporting people, equipment, supplies, furniture, materials, refuse, rubbish, recycling, parcels, and freight. Their activities include driving vehicles, lifting and moving supplies, equipment, etc. Employees plan, organize, and direct moving and transport activities.

~~The Foreperson estimates cost and plans, coordinates, and schedules section activities. The Sub-Foreperson directs and dispatches staff to complete assignments.~~ Drivers, Heavy Drivers, and other assigned personnel complete the moving and transport tasks and report back for further instructions. The Sub-Foreperson maintains records of labor costs for charging requestors, and directs and dispatches staff to complete assignments. The Foreperson estimates cost and plans, coordinates, and schedules section activities.

DESCRIPTIONS OF LEVELS OF WORK

2066

Level I: Driver

Employees at this level drive vehicles to transport equipment, supplies, furniture, refuse, rubbish, recycling, etc., with a gross vehicle weight capacity of less than 26,001 pounds, and people (up to 15 persons); load and unload vehicles safely; and deliver them to an assigned location. They work under the general supervision of higher-level personnel.

~~A(n) Driver typically~~ Illustrative examples of work:

1. Drives and operates vehicles as required by the work assigned;

2. Loads, secures, hauls, and delivers equipment, supplies, furniture, materials, refuse, rubbish, recycling, parcels, and freight, with a gross vehicle weight capacity of less than 26,001 pounds;
3. Performs pre-and-post inspection checks of the assigned vehicle for general conditions (including but not limited to tire inflation, oil, water level);
4. Performs minor repair work on the vehicle as necessary;
5. Keeps appropriate records and paperwork;
6. Unpacks, assembles, and stores material as received;
7. Responsible for material loaded on trucks and for the proper delivery thereof;
8. Responsible for the proper operation of trucks and for the prompt reporting of any repairs known to be needed, as well as reporting any accidents or roadway incidents;
9. Performs other related duties as assigned.

1236

Level II: Heavy Driver

Employees at this level drive vehicles to transport equipment, supplies, furniture, refuse, rubbish, recycling, etc., and people; load and unload vehicles safely; and deliver them to an assigned location. They work under the general supervision of higher-level personnel.

~~A(n) Heavy Driver typically –~~ Illustrative examples of work:

1. Drives and operates vehicles as required by the work assigned;
2. Loads, secures, hauls, and delivers equipment, supplies, furniture, materials, refuse, rubbish, recycling, parcels, and freight;
3. Performs pre-inspection checks of the assigned vehicle for general condition (including but not limited to tire inflation, oil, and water level) as well as a post-inspection upon the vehicle's return;
4. Performs minor repair work on the vehicle as necessary;
5. Unpacks, assembles, and stores material as received;
6. Assists in the training of assigned personnel;
7. Responsible for material loaded on trucks and for the proper delivery thereof;
8. Responsible for the proper operation of trucks and for the prompt reporting of any repairs known to be needed; as well as reporting any accidents or roadway incidents;
9. Performs other related duties as assigned.

Level III: Driver Sub-Foreperson
Employees at this level serve as lead workers and/or direct work assigned to Drivers, Heavy Drivers, and/or other assigned personnel. They work under the general supervision of higher-level personnel.

~~A(n) Driver Sub-Foreperson typically~~ Illustrative examples of work:

1. Assists the Foreperson with supervision by assigning tasks to staff, issuing equipment, following up on assignments, and/or training staff;
2. Prepares and maintains records (such as cost estimates, overtime lists, work orders, car reservations, or radio/dispatch logs) ~~as required~~;
3. Completes administrative tasks, ~~(~~such as assigning overtime, coordinating moving or transport for special events, dispatching vehicles or drivers, routing service calls, inventorying equipment, or coding or approving time cards~~)~~;
4. ~~Training~~ trains and ~~supervision~~ supervises ~~of~~ Drivers and Heavy Drivers;
5. Performs duties of the lower level as required;
6. Performs other related duties as assigned.

1576
Level IV: Driver Foreperson
Employees at this level plan, coordinate, assign and supervise the Drivers and other assigned personnel in the movement and transport of equipment, personnel, supplies, furniture, materials, refuse, rubbish, recycling, parcels, and freight. They work under the direction of a designated administrator.

~~A(n) Driver Foreperson typically~~ Illustrative examples of work:

1. Supervises Drivers, Heavy Drivers, Driver Sub-Foreperson, and other assigned personnel, including recommending hiring, training, evaluating performance, and recommending discipline;
2. Assigns tasks to staff and follows up to ensure work is completed correctly;
3. Coordinates work assignments, ~~(~~such as estimating cost and time for work and scheduling and distributing work and equipment)~~,~~
~~3.~~ Answers user questions, ~~and coordinates assignments with other areas;~~
4. Completes administrative tasks (such as estimating cost and time for work and scheduling and distributing work and equipment)~~, answers user questions, and coordinates assignments with other areas;~~
5. Oversees the loading and unloading of supplies and equipment and activities specific to the institution (including but not limited to supervising the hauling of refuse, directing crane operators ~~of cranes~~, and road graders, and scheduling the removal of surplus equipment);
6. Performs the duties of other supervisors in their absence;

7. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

2066
Level 1: Driver

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:
   A. High school diploma or equivalent

   - OR -

   B. Six months of work experience as a route or commercial delivery driver, rideshare driver, or closely related experience to the given position

- AND -

2. Valid and current driver's license as required by the State of Illinois.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of state laws governing the operation of motor vehicles on state highways.
2. Knowledge of traffic regulations enforced in the community in which the campus is located.
3. Skill in safely and efficiently moving, loading, and unloading goods and materials
~~2.~~4. Skill in operating a motor vehicle in all types of weather.
~~3. Ability to safely perform heavy lifting, pushing, and pulling.~~
~~4.~~5. Ability to maintain simple records.
~~5.~~6. Ability to follow written and verbal instructions.
~~6.~~7. Ability to safely operate power equipment.
~~7.~~8. Ability to work effectively with others.
~~8. Ability to safely perform work requiring physical exertion in varied weather conditions.~~
9. Ability to learn about the institution's buildings, travel routes, and physical layout.
10. Ability to deal with the public.
11. Reading skills at a level that allows you to recognize and understand basic written words and simple sentences.

12. Writing skills at a level that allows you to compose sentences that convey information effectively in written form.

~~10.~~13. Verbal communication skills at a level that allows you to communicate effectively using spoken words, including the ability to listen and ask questions.

1236
Level 2: Heavy Driver

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

   A. High school diploma or equivalent~~.~~ and six (6) months of work experience as a route or commercial delivery driver or closely related experience to the given position,

   - OR -

   B. One year (12 months) of work experience as a route or commercial delivery driver, a rideshare driver, or closely related experience to the given position,

- AND -

~~1.~~2. Valid and current State of Illinois Commercial Driver's License (CDL) Class A or B license, with appropriate endorsements, as needed for the vehicle(s) to be operated. ~~Valid/current driver's license as required by the State of Illinois and a CDL class B license or higher, in accordance with the size of the vehicle to be operated by the incumbent.~~

~~2.~~1. ~~Six (6) months of work experience as a route or commercial delivery driver or closely related experience to the given position.~~

~~NOTE: All necessary CDL endorsements are based on the vehicle to be operated and when required to operate vehicles capable of transporting 16 or more persons as required by the Illinois Secretary of State.~~

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of state laws governing the operation of motor vehicles on state highways.
2. Knowledge of traffic regulations enforced in the community in which the campus is located.
3. Skill operating motor vehicles, including auxiliary equipment as needed.

~~4. Skill in the operation of motor vehicles.~~

~~5. Ability to safely perform heavy lifting, pushing, and pulling.~~

~~6.~~4. Ability to learn about the institution's buildings, travel routes, and physical layout.

~~7.~~5. Ability to maintain simple records.

~~8.~~6. Ability to follow written and verbal instructions.

~~9.~~7. Ability to safely operate power equipment.

~~10.~~8. Ability to work effectively with others.

1844
Level 3: Driver Sub-Foreperson

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

   A. High school diploma or equivalent and six (6) months of work experience as a route or commercial delivery driver or closely related experience to the given position,

   - OR -

   B. One year (12 months) of work experience as a route or commercial delivery driver, a rideshare driver, or closely related experience to the given position,

~~1. High school diploma or equivalent.~~

- AND -

2. Valid and current State of Illinois Commercial Driver's License (CDL) Class A or B license, with appropriate endorsements, as needed for the vehicle(s) to be operated. ~~Valid current driver's license as required by the State of Illinois; and a CDL class B license or higher in accordance with the size of the vehicle to be operated by the incumbent.~~

- AND -

3. Two ~~(2)~~ years (24 months) of work experience in moving or transport activities, ~~(~~such as commercial driving, dispatching, garage work, or moving company~~)~~.

~~NOTE: All necessary CDL endorsements are based on the vehicle to be operated and when required to operate vehicles capable of transporting 16 or more persons as required by the Illinois Secretary of State.~~

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of safe driving procedures.
2. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
3. Ability to supervise.
4. Ability to perform clerical functions, including record keeping and mathematical skills.

~~5. Ability to safely perform heavy lifting (50 lbs. minimum), pushing, and pulling.~~

~~6.~~5. Ability to learn about the institution's buildings, travel routes, and physical layout.

~~7.~~6. Ability to follow written and verbal instructions.

~~8.~~7. Ability to interact with the public.

1576
Level 4: Driver Foreperson

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

   A. High school diploma or equivalent and six (6) months of work experience as a route or commercial delivery driver or closely related experience to the given position,

   - OR -

   B. One year (12 months) of work experience as a route or commercial delivery driver, a rideshare driver, or closely related experience to the given position,

- AND -

~~1. High school diploma or equivalent.~~

2. Valid and current State of Illinois Commercial Driver's License (CDL) Class A or B license, with appropriate endorsements, as needed for the vehicle(s) to be operated. ~~Valid current driver's license as required by the State of Illinois; and a CDL class B license or higher in accordance with the size of the vehicle to be operated by the incumbent.~~

3. Three ~~(3)~~ years (36 months) of work experience in moving or transport activities~~, (~~such as commercial driving, dispatching, garage work, or moving company~~)~~.

~~NOTE: All necessary CDL endorsements are based on the vehicle to be operated and when required to operate vehicles capable of transporting 16 or more persons as required by the Illinois Secretary of State.~~

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of safety practices associated with moving and transport.
2. Knowledge of motor vehicles and auxiliary equipment utilized.
3. Ability to supervise.

4. Ability to learn about the institution's buildings, travel routes, and physical layout and plan work activities accordingly.
5. Ability to perform clerical functions, including record keeping and mathematical skills.