

CITY OF OMAHA CLASS SPECIFICATION

No. 5015

DRIVER/MESSENGER

NATURE OF WORK

This is a combination of labor and clerical type work involving the transport of documents and other materials to and from remote sites in addition to performing clerical functions at specific work locations. In some departments it involves picking up or otherwise moving heavy objects such as boxes of books while in other departments the lifting requirement is less with an incumbent required to carry light objects such as inter-office envelopes. The work involves maintaining a log book of locations visited and miles traveled. It also involves performing primary maintenance on the assigned vehicle such as checking fluid levels and cleaning the windshield. Work also involves intermediate level clerical work. An incumbent in this classification works under close supervision until all aspects of the work, such as the locations of the remote sites and the routes to them are learned, whereupon he or she works with more independence in the performance of duties and receives more general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Lifts, pushes, carries, or otherwise moves objects into an assigned vehicle and transports them to sites away from the primary work site, offloads them, and makes delivery.

Sorts objects such as mail and books and distributes them or files them according to an alphabetical or numerical filing system.

Delivers items to be repaired and retrieves the repaired objects.

Maintains a log of trips by location and number of miles traveled, adhering to a schedule devised by a supervisor.

Performs primary maintenance on the assigned vehicle, ensuring that fluid levels are as required and the windshield is kept clean.

Specific For Library

Sorts and shelves a variety of material, insuring that shelves are maintained in good order.

Monitors hold shelves, pulling expired holds.

Collects and checks in material from drop box locations.

Searches for requested and/or missing items.

Checks out and renews material.

Accepts payments from patrons.

Addresses and attempts to resolve patron complaints; if complaint can not be resolved at this level will refer customer to an appropriate supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the locations of streets and prominent buildings in the City.

Knowledge of the steps required to perform primary maintenance on a motor vehicle.

Knowledge of proper lifting techniques.

Knowledge of general office procedures.

Knowledge of business English and spelling.

Skill in use of standard office equipment.

Ability to read and orient oneself to a city map.

Ability to adhere to a time schedule while driving to sites throughout the City to pick up and deliver items.

Ability to sort items alphabetically or numerically and return them to their proper place in storage, or on appropriate shelves.

Ability to understand written or oral instructions.

Ability to maintain records and to compile reports from them.

Ability to communicate effectively with superiors and fellow workers, vendors, and members of the public.

Ability to use from eighty to over one hundred pounds of force frequently and lesser amounts of force constantly to pick up, carry, or otherwise move objects.

Ability to lift, carry, pull, push, and use one's hands to grasp, handle, or feel from 50 to 75% of the time, to stand, reach, walk, balance, stoop, or crouch from 25 to 50% of the time, and to sit or climb up to 25% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be required through, but not limited to, the following combination of education and/or experience.)

Two years of experience in general clerical work.

Graduation from a standard high school, acquisition of a Graduation Equivalency Degree (GED), or business school, including or supplemented by courses in business practices; OR any equivalent combination of experience and training.

SPECIAL QUALIFICATIONS

Must possess and maintain a valid class "O" driver's license.

WORKING CONDITIONS

Work is performed primarily in an office or warehouse setting amid normal conditions of noise, dust, fumes, and odors. Frequently, however, an incumbent in this position is required to drive a vehicle to and from remote sites throughout the City during the course of the work day.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Light Utility Vehicle
Dollies and Carrying Tubs
City Map
Personal Computer
Computer Printer
Copier
Calculator
Telephone

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