



City of Rochester (NY)  
**Truck Driver/Temporary**

<b>SALARY</b>	\$37,922.00 - \$47,726.00 Annually	<b>LOCATION</b>	Rochester, NY
<b>JOB TYPE</b>	Full-Time / Temporary	<b>JOB NUMBER</b>	24HH1056PLA20
<b>DEPARTMENT</b>	Rochester Public Library	<b>BUREAU</b>	Central Library
<b>OPENING DATE</b>	05/08/2024	<b>CLOSING DATE</b>	5/21/2024 11:59 PM Eastern

---

### General Description

This is an important position involving the safe and efficient operation of an assigned truck having a maximum gross weight of 18,000 pounds, and the routine maintenance of said vehicle. Employees of this class are responsible in the process of loading and unloading of trucks and for lifting materials and equipment with a minimum weight of 30 pounds and a maximum of 100 pounds. General supervision is received from a more senior department employee. Supervision of others is not a characteristic of this class. Does related work as required.

### Typical Work Activities

- Operates a truck for the delivery and pickup of audiovisual equipment and film, books, custodial supplies, canned and frozen foods, meal kits and breakfast trays, steel and mixing equipment, and district correspondence, school supplies, office furniture, and gym equipment;
- Loads and unloads district trucks and carrier trucks;
- Makes routine daily truck maintenance checks of the gas, oil, water, batteries, tires, directionals, headlights, taillights, and backup lights;
- Maintains delivery sheets as records of daily assigned stops, pickups, arrival and departure times;
- Follows an assigned delivery route to both public and private elementary and secondary schools in either the city or suburban school districts;
- Receives truck deliveries and checks them in;
- May repair broken pallets;
- May transport stock orders and put away in appropriate place;
- May work in book depository, stamping books, packing cartons, discarding books.

### Minimum Qualifications

Graduation from grade school, **PLUS** one (1) year of work experience involving the operation of a motor vehicle.

\* Where education is lacking, additional work experience may be substituted on a year for year basis.

### SPECIAL REQUIREMENTS:

Possession of a valid Class D driver's license issued by the State of New York at the time of appointment. This license must be maintained in valid status throughout employment in this position.

---

**Agency**

City of Rochester (NY)

**Address**

30 Church St.  
Room 103A  
Rochester, New York, 14614

**Phone**

585-428-7115

**Website**

<http://www.cityofrochester.gov>