



**Inglewood Unified School District
Human Resources Department**

401 S Inglewood Avenue
Inglewood, CA 90301
(310) 419-2761
<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=374>

**Classified
Employment
Opportunity
(Open/Promotional)**

Truck Driver

Final Filling Date: April 6, 2016 @ 5:00pm

<u>SALARY RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
MONTHLY:	\$2,423.01	\$2,526.92	\$2,646.58	\$2,767.82	\$2,890.64
<u>JOB INFORMATION:</u>		Permanent 12-Month 8 hours a day position Eligibility list are being created to fill current and future vacancies.			
<u>BENEFITS:</u>		<u>Based on Full-Time Assignment:</u> <ul style="list-style-type: none"> Although new employees usually begin at the first salary step, advanced Salary step placement may be considered based on Merit system regulations. 10 – 24 vacation days per year, based on length of work year and years of service. 16 paid holidays per year 1 sick day for every month worked Insurance includes health, medical, dental, vision and group life Retirement CALPERS combined with Social Security, and pre-tax retirement savings account options. 			
<u>APPLICATION:</u>		All applications must be submitted online via the IUSD website at http://www.edjoin.org/Home/Jobs?countyID=0&districtID=374 .			

JOB SUMMARY: Under the supervision, performs truck driving, loading, and unloading duties of varying difficulty and skill. Helps receive and deliver supplies and equipment to fill warehouse requisitions. Inspects shipments for conformity. Completes necessary forms related to receiving and deliveries as appropriate.

DUTIES AND RESPONSIBILITIES:

- ❖ Drives, loads, and unloads vehicles of various weights and types to and from appropriate delivery and storage points.
- ❖ Inspects vehicles for proper operating condition.
- ❖ Operates loading and storing devices to load and unload supplies, materials, and equipment.
- ❖ Checks supplies being loaded and unloaded for agreement with shipping documents.
- ❖ Records daily stops, indicating time chargeable to each stop.
- ❖ Shipment of equipment will have been inspected for conformity to purchase order specifications: shortages, damages or other discrepancies will have been reported to the appropriate supervisor.
- ❖ Prepares requests for repairs, accident, and damage reports as appropriate.
- ❖ May make minor emergency repairs.
- ❖ Under supervision, schedules delivery routes of shipments.

- ❖ Performs related duties as assigned.

Note: Employment start date contingent upon positive references, fingerprint, criminal background clearance (*Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.*) and completion of on line training in the following areas: *New Employee Training *Preventing Workplace Violence *Bloodborne Pathogens *Sexual Harassment *Child Abuse/Mandated Reporter. The Inglewood Unified School District is an Equal Opportunity Employer and does not discriminate on any basis protected by law.

<u>MINIMUM QUALIFICATIONS INCLUDE:</u>	
Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:	
<u>TRAINING/EXPERIENCE:</u>	Equivalent to graduation from high school
	Minimum of (1) one years' experience driving trucks or similar vehicles up to 1 ½ tons.
<u>KNOWLEDGE OF:</u>	Sections of the California Vehicle Code dealing with traffic, loading, and weight regulations. Proper methods of loading and unloading trucks and securing loads on trucks for safety. Functional knowledge of various parts of motor vehicles. Knowledge of the operation and care of vehicles and mechanical equipment.
<u>ABILITY TO:</u>	Ability to operate a truck in a safe and skillful manner. Must be able to follow oral and written instructions. Ability to work cooperatively with others.
<u>LICENSES REQUIRED:</u>	A valid California Class 3 Operator's license is required. Valid Class 2 Vehicle Operator's license is desired.

SELECTION PROCEDURE:

The examination process for this recruitment may be comprised of one or any combination of the following:

- ❖ A "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Guidelines:

- ❖ It is the responsibility of the candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.
- ❖ Job Related Training Incentive documentation for promotional applicants: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

- ❖ **Employees of the School District who have permanent status, whose most recent overall service rating is “Satisfactory” AND who meet the education and experience requirements are eligible to compete.**
- ❖ **Promotional applicants may earn up to five (5) additional promotional points added to their final passing scores. The promotional applicant will be eligible to earn up to one (1) point for each job related training and/or other job related continuing forms of education within the last two (2) years for a maximum of three (3) points. In order to receive these promotional points, promotional applicants must submit verification of enrollment and completion of job related training and/or job related continuing forms of education when submitting their application. Human Resources will determine job-relatedness of training or other continuing forms of education.**
- ❖ **Promotional applicants will also be eligible to earn up to two (2) points for excellent attendance. A promotional applicant will earn two (2) points for having two (2) absences or less during the immediate preceding school year. Promotional applicants with three (3) absences during the immediate preceding school year are eligible to earn one (1) point. In the event a promotional applicant has more than three (3) absences, no additional promotional points will be provided.**

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION.