



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Heavy Truck Driver					
BRANCH					
Opportunities for All Branch					
DIVISION				OFFICE	
Nutrition Services Division				Pomona Distribution Center	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R12	2	0576	174-192-6378-001	Pomona, CA	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
In-Office		Yes		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the supervision of the Automotive Equipment Operator (AEO) II in the Pomona Distribution Center (PDC) Transportation of the Food Distribution Program (FDP) in the Nutrition Services Division, the Heavy Truck Driver (HTD) loads, transports, and unloads U.S. Department of Agriculture (USDA) Foods and Department of Defense Fresh Fruit and Vegetables (DoD Fresh); drives a two- or three-axle truck tractor, pulling a 28- to 48-foot dry or refrigerated trailer; maintains equipment to keep it road worthy; and assists with additional duties related to the overall operation of the PDC when needed. The HTD must meet Department of Motor Vehicle requirements and is responsible for maintaining a Class "A" driver license. Occasional overnight travel and regular overtime are required.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to the AEO II in the PDC and indirectly to both the Warehouse Manager (WM) II and the Staff Services Manager (SSM) I of the FDP's Distribution and Processing Unit-South (DPU-S). The incumbent may also receive direction from the FDP's SSM II or the SSM I of the DPU-North.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise any supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
Load, unload, and transport foods and drive a two- or three-axle truck tractor, pulling a 28- to 48-foot dry or refrigerated trailer. Sit on a tractor trailer seat for extended periods of time transporting the food commodities in counties throughout Central and Southern California. Subject to variations in seasonal weather conditions. Perform heavy manual labor lifting up to 50 pounds and may spend time in the refrigerated or freezer sections of the warehouse.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**USDA Foods Delivery:**

Hauls assigned loads to designated destinations using the most direct route as safety allows. Hauls loads with multiple stops that can take two to three days to accomplish. Calls contacts at least 48 hours prior to delivery. Contacts receivers, places shipment on tailgate or curbside according to Public Utilities Commission regulations, assists receivers with counting the correct quantities, and obtains signatures on bills of lading. Maintains equipment at a safe operational level and reports all problems to the AEO II at the PDC. Makes emergency adjustments on the equipment as needed. Reports recipient agency's comments or complaints to the AEO II.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Loads Outbound Shipments:**

Stacks pallets for the most efficient accessibility during unloading. Applies shrink-wrap to pallets of USDA Foods as needed to prevent shifting during transit. Loads USDA Foods at designated warehouse, limiting the load to a safe capacity and equally distributing weight. Loading may be done for the HTD's own assigned route or for another route. Follows all applicable safety policies and procedures. Maintains rigid timelines for the most efficient delivery of food. Ensures accurate counts to match the bills of lading prior to loading the truck. Obtains appropriate signatures and related documents upon completion of loading and deliveries.

Inspects material handling equipment using a checklist. Performs a daily safety check and logs in any problems, dusts forklifts using compressed air, checks water in batteries, and charges batteries on a daily basis or as needed.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Records and Reports:**

Maintains, compiles, and submits daily and weekly reports to the AEO II reports such as, the daily driver logs, tachometer charts, equipment malfunctions, time reports, overtime reports, and per diem reports; provides dispatcher with routing information; and routes the bills of lading in delivery order from the first to the last drop.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Vehicle Maintenance: Responsible for keeping equipment road worthy by maintaining safe oil and other fluid levels. Maintains fuel, records of fuel use, proper air pressure in tires, keeps the equipment clean, sweeps out the trailer before loading, washes out trailer at the end of each week, and ensures that refrigeration units on the trailers are in good working condition. Assists at the PDC: Assists with loading and unloading trucks, sweeping, and emptying trash. Assists PDC staff with the facility upkeep and overall PDC operations. Performs other job-duties as required.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Ability to lift and move a minimum of 50 pounds. Ability to operate material movement equipment such as a forklift and electric pallet jack, in compliance with all applicable safety policies and procedures. Willingness to work in frozen and cold storage areas for long periods of time wearing required personal protective equipment. Aptitude to learn the Warehouse Management System. Ability to communicate clearly and interact professionally. Ability to be flexible in changing work priorities.

Position is designated as safety sensitive and is subject to reasonable suspicion drug and alcohol testing.

PERSONAL CONTACTS

Contact with managers and staff in the FDP and the NSD; may interact with other California Department of Education divisions, including the Human Resources Division; government agencies, including the USDA; and frequently with external entities such as recipient agency staff and service vendors.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor