

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Water Truck Driver
DEPARTMENT: Water Utilities
SLOT NUMBER: 0667
REVISION DATE:

JOB SUMMARY:

Performs duties analyzing and modifying paratransit vehicle schedules using automated scheduling software

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Analyzes and modifies vehicular transportation routes to maximize vehicle space utilization and route efficiency by reviewing driver trip logs and occasionally test driving the route.
- Insures proper type vehicle is assigned based on client's needs.
- Prints computer generated transportation manifests/schedules and provides to designated carriers.
- Performs other related duties as required.

QUALIFICATION STANDARDS:

Graduation from high school or possession of a GED Certificate; and
One year of work experience as a route scheduler, dispatcher, reservationist, or operator of a passenger vehicle; and
Possession of a valid Driver License.

SKILLS AND ABILITIES:

- Working knowledge of rules and regulations governing transportation of eligible clients.
- Working knowledge of disabilities of eligible clients and related transportation needs.
- Working knowledge of Webb County roads and streets, traffic flow patterns and affecting elements.
- Working knowledge of job related computer software.

- Working knowledge of basic vehicle mechanical functions and maintenance.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare files and work related reports.
- Ability to read a street map.
- Ability to follow written and oral instructions.
- Ability to work effectively with others.
- Ability to evaluate data and develop logical conclusions.
- Ability to use a computer and related software.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30 lbs.
- Must be able to work outdoors as needed

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Supervised directly by ~~John A. ...~~ Systems Manager

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date