

## MATERIALS TRANSFER DRIVER

### KIND OF WORK

Operation of a delivery van in the capitol complex area for the Department of Administration.

### NATURE AND PURPOSE

An employee in this job is responsible for the inter-office pickup and delivery of mail, office supplies and other state materials and documents to state agencies within the capitol complex and other related buildings. Incumbents in this class handle materials which, if lost or damaged, could result in a serious consequence of error. Employees are also responsible for making minor adjustments and repairs to vehicles and equipment.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Delivers mail, office supplies and state documents on assigned schedules.

Recommends changes in schedules to improve delivery service.

Obtains signed receipts for merchandise.

Reports all malfunctions of vehicles and equipment.

Makes minor adjustments and repairs on assigned vehicles.

Recommends purchase of safety equipment for vehicles.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of all State Traffic Laws.

The location of state agencies in the Twin Cities area.

Ability to:

Lift and carry heavy and/or bulky materials.

Read route schedules and instructions.

LEGAL LICENSURE

Possession of a valid Class B Commercial driver's license.

Est.: 7/77  
Ckd.: 11/92  
Rev.: 01/04

T.C.:  
Former Title(s):