



Job Title: Lead Driver – Equipment Operator

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 19

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 APPROVED
 ESCAMBIA COUNTY SCHOOL BOARD
APR 15 2025
 VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform skilled work in the operation of a wide variety of vehicles, equipment, and machinery with heightened awareness of driving conditions and surroundings, and in observance of established safety precautions and driving procedures.

ESSENTIAL JOB FUNCTIONS

- Performs a wide variety of work: carries out lead worker responsibilities including: training in job skills, assigning tasks and inspecting work performed, making recommendations in performance appraisal, and reporting problems to manager.
- Operates various equipment and transportation vehicles with heightened awareness of driving conditions and surroundings, and in observance of established safety precautions and driving procedures.
- Transports various foods, materials, goods, and supplies to and from various school storage facilities and campuses.
- Verifies materials to be transported with delivery inventory lists; loads and unloads trucks and trailers.
- Operates and maintains equipment for a wide variety of maintenance and transportation tasks. • May use blocks, tackles, skids, flats, pallets, dollies, and other loading, transporting, and storing devices.
- Performs all duties in compliance with all established standards governing the safe and proper operation assigned equipment and machinery.
- Performs general safety inspections and general maintenance of the vehicles; maintains vehicle cleanliness and sanitation; performs minor maintenance and servicing of vehicles; reports necessary truck or equipment repairs to supervisor.
- Keeps assigned tools and equipment in operational order by performing routine maintenance, repairs, and adjustments.
- Prepares various mileage, accident, or damage reports as necessary.
- Maintains various records and reports, e.g., records work order logs, maintains inventory of materials, equipment use, and fuel and oil consumption logs.
- Conforms to safety standards as prescribed.
- Delivers and sorts mail.
- Delivers tables, chairs, and stages to public buildings for special assemblies.
- During emergency situations, reports to school kitchens for removal of applicable foods, and disposes at assigned disposal sites.

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- Assists storekeepers by pulling orders, down stacking, personally inventorying, and utilizing computer for shipment purposes.
- Maintains supplies for work group.
- Supervises subordinates and ensures work is completed
- May Perform the work of all levels of warehouse staff as needed.
- Ensures building security by locking and unlocking doors and gates.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- Three (3) years of responsible experience in the commercial transportation of materials, supplies, and/or commodities.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.
- May require the possession of or the ability to obtain a Class "A" or Class "B" Commercial Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of local, state, and federal driving laws and regulations related to truck, equipment, and machinery operations.
- Requires the ability to display knowledge of city roads and transportation routes.
- Requires the ability to display knowledge of occupational safety hazards and precautions.
- Requires the ability to display knowledge of care and operation of transportation equipment.
- Requires the ability to display knowledge of applicable agency regulations and requirements.
- Requires the ability to display knowledge of operation of heavy construction equipment and/or vehicles.
- Requires the ability to perform labor intensive work.
- Requires the ability to maintain operating logs and records.
- Requires the ability to read and interpret public road maps.
- Requires the ability to recognize and report hazards and apply safe work methods.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to use or repair small/light equipment, such as power tools, and medium equipment and machinery, such as vehicles or commercial mowers.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms and is frequently required to bend at the waist, stoop or crouch, and lift and/or move up to 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

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WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: April 15, 2025, effective July 1, 2025

Date of Revision: