Driver

Job Code 00007227

General Description
Provide transportation for faculty and supplies between the MITC office in north Austin and the main Texas State campus.

Examples of Duties
Drive van from Texas State main campus to the MITC and return.
Maintain adequate fuel to complete round trip.
Schedule routine van maintenance.
Pick up and deliver mail and packages.
Deliver and pick up instructional equipment to classrooms.
Assist with routine maintenance or repair of facility, fixtures and/or equipment.
Assist with monitoring buildings and locking classrooms.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Basic mechanical operations; procedures; mechanics and keys; buildings and construction; electrical equipment.
Skill in: Ordering tasks and scheduling route; driving a 12 passenger van; moving equipment and packages.
Ability to: Elicit specific requests for tasks and explain problems.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Class D Texas Driver's License

Revised 09/20/2012