

MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION

Code No. 008115
Grade 11

TRUCK DRIVER SUBSTITUTE/WAREHOUSE WORKER

DEFINITION OF CLASS:

This is semiskilled equipment operation and unskilled strenuous manual work involving unloading and delivery of alcoholic beverages and performing general warehouse duties. Contacts are generally limited to employees in the same work unit to receive and give assignments, and with licensees to provide and receive information on customer orders. While this class of work includes occasional conversations with citizens, it does not require an employee to provide direct public service and assistance on a sustained basis and it is incidental to the primary focus of the work performed.

An employee in this class is responsible for occasionally driving and/or assisting the Truck Driver in the unloading and delivery of all liquor, wine, and beer products to licensees and County Liquor stores. The employee may also be assigned to pull orders for shipments and customer pickups or assigned general warehouse duties. When assigned as truck driver/helper, employees in this class either drive or accompany drivers who are making deliveries and unload merchandise using roller racks and hand trucks. When assigned to the warehouse, employees use hand carts and pallet jacks to load or unload merchandise, and perform general labor and housekeeping duties. The employee follows specific, detailed guidelines, referring all deviations to the supervisor. Employees work under immediate supervision of a supervisor or higher graded employee. The work consists of tasks that are clear cut and the employee's effectiveness facilitates the work of the Truck Driver. Work is performed either outdoors or in a warehouse environment where the employee is exposed to inclement weather, cold storage spaces where licensees store beer/wine products, confined space inside cab of delivery truck and working around grease or wet floors when in the warehouse. The work involves some risks when deliveries must be made from roadways exposing the worker to vehicular traffic. The work also involves exposure to abusive, aggressive and unpredictable behavior from licensees. Heavy physical effort is used in recurring lifting, pushing, bending and pulling cases of beer, liquor and wine and kegs of beer weighing up to 160 pounds. Overtime is required during peak seasons.

EXAMPLES OF DUTIES: (Illustrative Only)

- Unloads alcoholic beverages from trucks setting up roller rack or hand lifting cases of kegs from truck; delivers merchandise into customers' storage areas.
- Loads merchandise and returns from customers onto warehouse trucks.
- Guides truck drivers when maneuvering trucks.
- May check shipment invoices, count merchandise, and keep records of deliveries.
- Fills orders by locating and transporting cases of merchandise to designated places in warehouse, using hand trucks or carts; moves loaded pallets using electric hand jacks.
- Assembles damaged cases for repacking; records breakage and places broken or unsaleable merchandise in secured area of warehouse.
- Tags beer kegs that are damaged or leaking; rotates beer kegs to ensure shipment of fresh product.
- Performs general cleanup duties in warehouse, sweeping up debris, waste, and broken merchandise.

- Removes dunnage from rail cars prior to unloading shipments.
- May check in shipments at warehouse and take physical inventory.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to count, tally, and record information.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, both verbally and in writing, with employees, licensees and the general public.
- Must have attained minimum age required by State law to handle alcoholic beverages.

MINIMUM QUALIFICATIONS:

Experience: One (1) year as a Truck Driver Helper/Warehouse Worker or two (2) years in the operation of multi-ton trucks.

Education: Ability to read and write in English.

Equivalency: None.

Physical Ability: Ability to independently move objects weighing up to 160 pounds.

LICENSE:

- Possession and maintenance at all times of a valid Commercial Driver's License from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: September, 1993

Revised: June, 1997

August, 2013

October, 2014