

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 008117
Grade 10**

TRUCK DRIVER HELPER/WAREHOUSE WORKER

DEFINITION OF CLASS:

This is unskilled manual work loading and unloading trucks and performing general warehouse duties. Contacts are generally limited to employees in the same work unit to receive 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 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 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; the work consists of tasks that are clear cut and the employee's effectiveness facilitates the work of the Truck Driver. Work is performed in an outdoor or 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 occasional risks when deliveries must be made from roadways exposing the worker to vehicular traffic. The work also involves some exposure to abusive, aggressive and unpredictable behavior from licensees and/or their employees and some danger of armed robbery of product and/or cash payments, especially in known "hot spots." Heavy physical effort is used in recurring lifting, pushing, bending and pulling cases and kegs of beer, liquor, and wine weighing up to 160 pounds in making deliveries. 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.
- Checks orders placed on trucks.
- 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.
- Operates various equipment such as forklifts, pallet jack, and handcarts.
- 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.
- May take physical inventory.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to count, tally, and record information.
- Ability to follow verbal and written instructions.

MINIMUM QUALIFICATIONS:

Experience: One (1) year general warehouse experience.

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 Class "C" (or equivalent) driver's license from the applicant's state of residence when/if required for job-related duties.

AGE:

- Individuals appointed to this position must be at least 18 years of age on the date of appointment, as required by State law to handle alcoholic beverages.

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: April 1964

Revised: July 1974

July 1975

September 1985

Classification Study: September 1993 (M)

Classification Study: August 2005 (M)

August 2013

October 2014

April 2015