

Jurisdictional Class: Competitive
Non-Competitive for Oneida County Government, Schools,
and Towns
EEO Category: Service/Maintenance
Revised: 10/09/2025

MOTOR VEHICLE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for the safe and economical operation of a motor vehicle, such as an automobile, station wagon, light delivery truck, or a 7-passenger minivan (if endorsed). The incumbent ensures the safety and proper conduct of passengers while boarding, riding, and departing, if applicable. The position requires a willingness to perform a variety of routine manual tasks. Work is performed under the general supervision of higher-level administration, with leeway permitted in carrying out the details of the work and other assigned duties. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Drives a motor vehicle to pick up and deliver equipment, messages, supplies, and materials;
Washes and cleans vehicle, and suggests needed repairs;
Checks oil, tires, mileage, and gasoline;
Maintains records of mileage, routes, times, incidents, and other basic clerical records related to the work;
Performs a variety of errands requiring use of a motor vehicle;
Attends staff and training meetings and sessions;
May drive 7-passenger mini-van to pick up and transport passengers to designated locations, if endorsed;
May be required to perform minor maintenance tasks and gas vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geography and traffic laws of the area; ability to operate motor vehicle; ability to understand and follow simple oral and written instructions; mechanical aptitude; ability to get along well with others; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: One (1) year of experience in the operation of a light-motor vehicle such as a car, pick-up, panel truck or station wagon.

SPECIAL REQUIREMENTS:

1. Possession of an appropriate, valid New York State Motor Vehicle Operators license at time of appointment. This license must be maintained throughout the appointment.
2. If transporting passengers using a 7-passenger mini-van, possession of a valid Non-CDL-C License with a Passenger Endorsement and N-2-Restriction at time of appointment. This license must be maintained throughout the appointment.

NOTE: Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/1982
Revised: 05/05/1994, 07/01/1996, 04/26/2011, 10/09/2025