



STATE OF UTAH
invites applications for the position of:

Truck Driver II - Warehouse

SALARY: \$14.26 Hourly
OPENING DATE: 03/27/19
CLOSING DATE: 04/10/19 11:59 PM
NUMBER OF OPENINGS: 1

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

CRIMINAL BACKGROUND CHECK: You must successfully pass a criminal history check.

DRIVER LICENSE REQUIREMENTS: Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

PHYSICAL ADDRESS: Utah State Prison DPO-Warehouse 14425 Bitterbrush Lane Draper, UT 84020

RECRUITER CONTACT INFORMATION: Erin Rhead ~ 801-545-5504 ~ erhead@utah.gov

OVERTIME EXEMPT: No

SCHEDULE CODE: B - Competitive Career Service - Employment in this position requires a probationary period.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION: FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family

and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

JOB DESCRIPTION:

Utah Department of Corrections is calling all professional and safety conscious drivers!

The Division of Prison Operations at the Utah Department of Corrections is currently hiring a **Truck Driver II** to join their warehouse team at their Draper location.



Please NOTE: CDL is NOT required at this time, but Employee must be able to obtain a Class B CDL within 90 days of hire. (at employee's own expense)

(Employees are required to have a valid CDL driver license in order to operate/drive heavy duty trucks/vehicles **with a GVW of 26,001 lbs. or more.**)

Principal Duties:

- Driving a car, passenger or courier van, bus, or truck for pick-up and delivery of materials, or transportation of staff, clients, inmates, etc.
- Inspects vehicle for safety, fuel, oil and water before departure.
- Verifies shipment amounts at loading and unloading points.
- Detects and eliminates or minimizes safety hazards.
- Services equipment with fuel, oil and other needs: checks fluid levels, cleans equipment and vehicles externally and internally, replaces bulbs and filters, etc.

Essential Job Functions:

- Run, maneuver, navigate, or drive vehicles or mechanized equipment.
- Principles, theories, and practices of highway safety.
- Assemble, sort, and/or distribute documents, supplies, and/or materials/items.
- Conduct a methodical examination.
- Follow written and/or oral instructions.
- Store, handle, and/or dispose of hazardous materials
- Speak clearly, concisely and effectively; listen to and understand information and ideas as presented verbally.
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Deal with people in a manner which shows sensitivity, tact, and professionalism.
- Evaluate information against a set of standards.
- Applicable laws, rules, regulations and/or policies and procedures.
- Arrange, coordinate, or schedule time and details.
- Principles, theories, and practices of safety and risk management.
- Maintain and/or repair tools and equipment.
- Use and maintain a variety of hand tools.
- Enter, transcribe, record, store, or maintain information in either written or electronic form.
- Basic computer skills.

The Ideal Candidate:

The ideal candidate for this position has the following:

- Experience driving straight trucks, box trucks, etc.
- A clean driving record.
- Experience maintaining accurate records and logs.
- Ability to load and unload material, supplies, and/or equipment (lift 50 lbs).
- Is able to work occasional holidays, occasional weekends and variable shifts as needed.
- Ability to lift 50 pounds.
- Skills and knowledge with delivering meals and tray pick up.
- Will either have a CDL, or willing to obtain a CDL within 90 days of hire.

What's in it for you?

We seek out only the best -- the best skills, the best attitudes -- and expect the best results from our employees. In return, we will not only offer a highly competitive compensation and benefits package but the training, development and support to make our employees a success in whatever they do.

More Than A Paycheck:

Typical work week is Monday - Friday, 7-4. Some overtime available. Great benefits, great pension plan for retirement and collaborative network of professional truck drivers and staff.

We also provide generous paid time off so you can spend more time with your family and have a positive work-life balance.

Our Mission

Our dedicated team of professionals ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

For additional information about the Utah Department of Corrections please go to this link. <http://www.corrections.utah.gov/>

Important Note: This job seeker website and your email address will be the primary source of communication for: Job Offer Acceptance, On-boarding for new hires, and any other communication needed between a job seeker and the recruiter. Please keep your email address and name current and updated at all times.

SUPPLEMENTAL INFORMATION:

- Risks which require the use of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.
- Work requires physical exertion. May require the ability to stand; walk over rough surfaces; bend, crouch, stoop, stretch, reach, lift moderately heavy items (up to 50 lbs. or possibly more) in a recurring manner and/or for long periods of time.
- Exposure to adverse, inclement, and varying weather conditions.
- **Only applicants selected for an interview will be contacted.**
- DHRM rules regarding promotions and transfers apply to current state of Utah employees.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #19411
TRUCK DRIVER II - WAREHOUSE
ER

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Truck Driver II - Warehouse Supplemental Questionnaire

- * 1. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. *If you are a current or past employee, your file will be reviewed as part of the hiring process.
 I acknowledge that I have read the statements above.
- * 2. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.
 I acknowledge that I have read the statements above.
- * 3. This position will be working from an area located in the Utah State Prison. Are you willing to work in an institutional/prison setting, where you may have minimal contact with inmates?
 Yes
 No
- * 4. The essential functions of this position include but are not limited to: driving or operating furniture delivery trucks, (i.e., straight trucks with a maximum GVW's of 26,000 lbs.), lifting 50 pounds or possibly more, bending, loading trucks, unloading trucks, etc. Are you able to perform these functions?
 Yes
 No
- * 5. This position requires a current valid Utah driver's license. Do you meet this requirement?
 Yes
 No
- * 6. Do you have a current CDL?
 Yes
 No
- 7. Please provide your license type, license number and expiration date. **AND if you are currently working on your CDL licensure, when will you possess your CDL License (date & year)?
- * 8. If you do not have a current CDL, are you currently working on receiving one, or would you be willing to obtain one?
 Yes
 No

- * 9. This position could be required to work occasional weekends, occasional holiday's and a variable shift. Would you be willing to work occasional weekends, occasional holiday's and/or variable shift if needed?
- Yes
 No
- * 10. Please select your years of work experience driving or operating trucks, such as box trucks or straight trucks, with a maximum GVW **less than 26,000 lbs.**
- None
 Up to 1 year
 Up to 3 years
 Up to 5 years
 Up to 7 years
 Up to 10 years
 10+ years
- * 11. Please describe the types of trucks and/or equipment you have driven or experience with. Be detailed on the type of experience and how much time with each.
- * 12. Have you had any moving violations or other vehicle violations in the past 3 years?
- Yes
 No
13. Please describe your driving record in the box below.
- * 14. Please select your years of work-related experience in handling storage, inventory of personal property, delivering meals and/or tray pick up.
- None
 Up to 1 year
 Up to 3 years
 Up to 5 years
 Up to 7 years
 Up to 10 years
 10+ years
- * 15. Please rate your experience maintaining accurate records and logs.
- No Experience
 Limited Experience
 Moderate Experience
 Extensive Exerience
- * 16. Please rate your work experience with basic computer systems, sending emails, and logging information into an excel program or database.
- No Experience
 Limited Experience
 Moderate Experience
 Extensive Experience
- * 17. Please rate your professional customer service experience.
- No Experience
 Limited Experience
 Moderate Experience
 Extensive Experience
18. Based on how you rated your Customer Service experience. Please describe the positions you have held, your experience in customer service and and how you have

used these skills.

* 19. Please indicate how you heard about this specific job posting.

- State Jobs
- An External Job Posting Site (Indeed, LinkedIn, etc)
- Social Media (Facebook, Twitter, etc)
- Advertisement (Newspaper, Internet, Radio, etc)
- Professional Network
- University Network (Career Center)
- Referred by a Friend or Colleague
- Contacted by a Recruiter
- Career Fair
- Internal communication from a State Agency that employs me - State employees only
- Other

* Required Question