

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	Mail Delivery/Driver
Department:	Maintenance and Operations
Report To:	Director of Maintenance and Operations

SUMMARY:

Responsible for operating automotive vehicle/District delivery vehicle for the pickup and delivery of mail, equipment, and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Drives the vehicle in a manner that ensures the safety of the employee and the public
- * Maintains records related to the assignment
- * Reports any mechanical failures at the end of each run or if necessary stops vehicle and reports if it appears unsafe to continue driving.
- * Participates in the receipt, storage, loading, unloading, delivery, and inventory of District materials.
- * Loads and unloads a delivery vehicle, ensuring that all items and supplies are properly secured
- * Picks up, sorts, and delivers District mail at school sites and District Office
- * Drives a District delivery vehicle over a designated route in accordance with established time schedules
- * Maintains records and files related to pick up and delivery
- * Reports items needing repairs
- * Performs other related duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Possess a Class C license and have at least one year of driving experience for the purposes of delivery. Must have no points on driving record upon hire and maintain a good driving record while employed in this position.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of

this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp tools and other items. The employee is continuously driving on the job.

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, ability to work around moving objects or vehicles, push, pull, and carry objects weighing up to 50 pounds without assistance (lift test required), manual dexterity and eye/hand coordination, corrected vision and hearing to normal range, and verbal communications. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.