

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DELIVERY WORKER, Grade 48

DEFINITION:

Operates vehicles utilized to deliver educational supplies and materials between the County Office of Education and school districts within the county; loads and unloads materials at the various locations.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Drives delivery vehicles to transport materials between school districts.
Loads and unloads materials at various locations following a scheduled route.
Organizes procedures for handling materials.
Packs or assists in the packing of various materials to be delivered.
Sorts mail for distribution.
Processes paperwork required in the scheduling, delivering and receiving of various materials.
Operates communication equipment to maintain communication with other drivers as needed.
Repairs and maintains containers used in delivery work.
Maintains vehicle cleanliness and performs minor cleanup of equipment.

NON-ESSENTIAL FUNCTIONS:

Resolves delivery problems between the County Office of Education and the school districts.
Assists in inventory of warehouse and other department storage areas.
Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Persons in this class must possess a valid California Driver's License. A current DMV (Department of Motor Vehicles) driving record of traffic citations and accident involvement, if any, needs to be submitted at the time of appointment and updated annually.

EDUCATION AND EXPERIENCE:

A combination of training and experience which clearly demonstrates possession of the knowledge, and abilities detailed below.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of delivery vehicles (up to 15,000 lbs GVW) and related accessory equipment for performance of delivery services;

Efficient and safe loading and unloading techniques;

Basic inventory methods.

ABILITY TO:

Prioritize and arrange weight loads, delivery schedules and corresponding documents;

Establish and maintain effective working relationships with fellow employees and the general public;

Follow oral and written instructions;

Communicate effectively in oral and written form.

WORKING CONDITIONS & PHYSICAL ABILITIES:

The majority of this assignment is spent driving a vehicle to conduct work with the remainder of time spent in warehouse environment.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, on the telephone and via two-way radio; kneel, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a vehicle.

Established	Revised	Approved by the Personnel Commission	FLSA Status	Salary Range
12/1987	2/04; 09/09	December 17, 1987	Non-Exempt	Classified Support Grade 48