Driver/Warehouse Worker II - Maintenance

Purpose Statement

The job of Driver/Warehouse Worker II - Maintenance is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for organizing and scheduling the work tasks involved in delivery, pulling and loading orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment.

This job reports to the Lead Driver/Warehouse Worker.

Essential Functions

- Allocates delivery items among trucks and drivers for the purpose of ensuring a sensible and organized delivery system.
- Communicates expected delivery times to customers for the purpose of keeping customers informed.
- Communicates need for additional delivery assistance for large delivery projects to supervisor for the purpose of ensuring adequate labor supply and delivery within expected time frames.
- Delivers a variety of items (e.g. supplies, furniture, etc.) for the purpose of distributing materials in the district.
- Maintains manual and electronic files and records for the purpose of documenting activities and providing reliable resource information.
- Organizes deliveries and delivery schedule with staff for the purpose of ensuring a timely, systematic process.
- Organizes large delivery projects, communicates process and schedule to all participating staff for the purpose of ensuring project completion within expected time frames.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests (e.g. order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting parties.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; communicating to multiple customers and staff both verbally and in writing; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; communicate effectively in English both verbally and in writing; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting deadlines and schedules; performing "medium work" defined as: exerting 20-50 pounds of force occasionally, and/or up to 10-25 pounds of force frequently, and/or greater than negligible and up to 10 pounds of force constantly.

Responsibility

Responsibilities include: directing the schedules and activities of other staff involved in the delivery process, working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under some temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience   Job related experience is desired.

Education   High school diploma or equivalent.

Equivalency

Required Testing   Certificates
Physical Capacity Assessment   Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range