

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: December 12, 2012

Salary Schedule: 20; Row: 19

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: DELIVERY DRIVER

JOB PURPOSE STATEMENT: Under the supervision of the Assistant Superintendent of Business Services or designee, picks up and delivers warehouse supplies, mail, books, media materials; makes special pickups and deliveries; assists in picking up small items from vendors or other districts; and other duties as assigned.

JOB FUNCTIONS:

- Follows schedule in picking up supplies and mail among all schools and District offices; makes periodic runs to deliver textbooks and other materials
- Makes special pick up and deliveries of furniture equipment and materials. Makes special trips to vendors to pick up parts and supplies as needed; delivers School Board materials
- Drives and operates a delivery truck in a safe manner
- May work in storeroom and keeps supplies in order
- Makes small equipment repairs
- Assists Maintenance & Operations personnel when needed
- Assists in the receiving and distribution of orders; receives records receipts and files purchase orders; processes all equipment for physical inventory and records pertinent information for data processing.
- Keeps vehicle and warehouse clean and free of debris on a daily basis
- Prepares documentation for the purpose of providing written support and/or conveying information
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner
- Maintains a cooperative working relationships with those contacted in the course of work
- Maintains a pleasant appearance and demeanor

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JOB FUNCTIONS - continued

- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instructions, perform warehouse duties, and read the display screen of various equipment and machines
- Able to perform and sustain heavy manual labor
- Able to learn school procedures, standard supplies, and common parts
- Able to communicate effectively with school and office personnel
- Able to work in a student environment while modeling a positive work ethic
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to push and/or pull a variety of tools and equipment weighing up to 50 pounds
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to perform the duties of a warehouse worker and deliver driver
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner
- Lifting, carrying, pushing, pulling or moving various heavy objects
- Able to operate a variety of maintenance motor vehicles in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

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JOB QUALIFICATIONS (continued):

Experience:

- Six month's experience in materials handling
- One year operating light trucks

Licenses, Certifications, Bonding, and/or Testing:

- Possession of a valid California Motor Vehicle Operator's License and be eligible to drive District vehicles under the District's liability insurance program
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance