

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Operations Distribution Worker, Grade 43**

**DEFINITION:**

Under limited supervision, perform a variety of duties related to the receipt, storage, inventory control, distribution and delivery of warehoused materials, supplies and equipment; sort and process outgoing mail for delivery and transport to U. S. Post Office on a regular basis; sort and deliver incoming mail; operate computer, using specialized software, to prepare mail and packages for delivery, track packages via Internet, input data for billing, accounting and inventory control purposes; prepare, deliver, operate and make minor repairs and adjustments to audiovisual equipment.

**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:**

Receive, shelve, store, account for, and deliver general warehouse materials, supplies and equipment.

Select appropriate transportation carrier for delivery.

Package, prepare and process shipments using selected carrier's requirements and specialized software.

Participate in the inventorying of warehouse supplies and materials.

Check stock levels of warehouse items, record totals, and replenish as needed by obtaining pricing information from vendors and preparing and processing purchase requisitions.

Record and store all capital outlay retirement items.

Operate a computer to post input information to purchase orders and accounts.

Maintain accounting and inventory records, lists and other information.

Sort and prepare outgoing mail for delivery to County school districts and the U.S. Post Office.

Sort incoming mail, other written communications, packages or shipments and direct to proper locations.

Deliver mail, parcels, packages and warehouse items to department offices and offsite locations on a regular basis as scheduled.

Make special deliveries and pick-ups as required.

Relieve regular delivery drivers occasionally or in an emergency as required.

Deliver, set up and prepare audiovisual equipment for operation.

Retrieve and store equipment after use as required.

Move, assemble and disassemble office furniture as needed.

Maintain warehouse in a clean and orderly fashion.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as required.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Must have a valid California Driver's License when appointed to the position.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and at least one year of related experience in a stock room or warehouse.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, procedures, methods and practices used in modern automated warehouses, including receipt, storage, inventory control and disbursement of supplies and equipment

Computerized inventory control systems

Safe work practices and procedures

**ABILITY TO:**

Follow oral and written instructions

Quickly learn to operate forklift, pallet truck, shredder, vans, heavy trucks, mailing machinery and other related equipment

Quickly learn the setup, operation and maintenance of audiovisual equipment

Read and compare names and numbers quickly and accurately

Operate a computer and learn to use specialized software, such as Ascent, for the Pitney Bowles Processor

Maintain mailing permits for bulk and business reply mail

Maintain mail accounts, destination log and file, and other records and files

Work safely according to established practices and procedures

Establish and maintain effective and cooperative working relationships with co-workers, other departments, outside agencies and the general public

Perform simple arithmetic computations

Type forms, cards and labels

Post numbers to records, CRT's and files

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

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 equipment.

Established: 8/85

Revised: 2/92, 5/95, 4/99, 2/03, 9/09, 3/13