

## DELIVERY SPECIALIST II

**Reports to:** Maintenance and Operations Manager  
**Division:** Administrative Services

### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

### General description

Organizes and delivers durable instructional media, mail, monetary items, equipment, and supplies to and from a central distribution facility to and from school district and county office sites, complying with delivery schedules, and proper documentation of delivery activity. Schedules and prioritizes urgent deliveries and changes to delivery schedules. Assists in the storing and retrieval of supplies, materials, and equipment.

### Specific duties and responsibilities

Incumbents in this classification may concentrate in a geographic territory, however, are capable of serving customers in all routes/territories, and maintaining communications among drivers and routes, evaluating the efficiency of routes, and training other drivers.

- Prepares and stages delivery orders according to requests and established delivery times. Loads, secures, unloads, and documents the condition and amount of inventory scheduled for delivery to and from the central distribution center.
- Delivers and retrieves returned durable instructional media, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and other events to and among various sites.
- Unloads deliveries at all designated sites, checking delivery to the order, and loads returns and empty delivery containers and other items for return to the central distribution facility. Inspects for conformity to orders and reports shortages, damages, and other discrepancies.
- Checks returned items for reissue schedule. Requests alternative delivery and return dates to minimize schedule conflicts.
- Collects and delivers locked cash/financial item bags for further processing.
- Analyzes route documentation including but not limited to times, traffic, school and county office business hours, and recommends changes to routes and material handling to continually enhance efficiency.
- Develops and recommends revisions to delivery and service procedures and schedules.
- May assist in the receipt, inspection, storage, and moving of inventoried multimedia items and supplies. Assists with maintenance of stock records and in conducting physical inventory counts.
- Regularly inspects vehicles for safety. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Maintains cleanly interiors and exteriors of vehicles. Arranges maintenance and substitution of vehicles based on required intervals. Arranges installation of safety equipment in vehicles.
- Trains and may assign other driver's to specific routes and routines. Schedules/arranges safety and training for all drivers within department as required.

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- Maintains warehousing, shipping, delivery areas in a safe and orderly condition and performs other duties as assigned that support the overall objective of the position.

#### Requirements

Education: Possession of a high school diploma

Experience: Three years of general warehouse and delivery experience.

#### Knowledge of:

- Methods, techniques, procedures and practices used for loading, arranging, and distributing time sensitive durable inventory including receipt, handling, and distribution to and from a central supply warehouse and delivery sites.
- Labor saving and material handling devices used for loading and offloading material.
- California Motor Vehicle Code, traffic safety and safe work rules and practices.
- Organizational and time management skills to meet service and schedule requirements.
- Computer skills to use common office productivity applications.
- English language and math skills to document work activity and compute quantities.
- Human relations skill to exhibit positive customer service and work as a productive member of a team

#### Ability to:

- Perform the essential duties of the position effectively and efficiently while complying with all safety regulations for the handling of durable materials.
- Fill orders accurately from requisitions and operate a pallet jack or dolly cart and delivery vehicle safely and efficiently in urban, rural, and distant locations.
- Learn normal and alternative routes to meet required schedules for delivery of multimedia, equipment, and supplies to sites.
- Analyze and organize routes, perform manual labor, including lifting, carrying, and moving equipment and supplies.
- Stand for extended periods of time, walk up to 100 yards multiple times per daily shift, manipulate (lift, carry, move) heavy weights of up to 50 pounds, push, pull, and guide materials over 75 pounds on a regular basis.
- Climb, stoop, kneel, crouch and arm to hand dexterity to load and unload with a pallet jack or equivalent material handling device, and drive delivery vehicle, and to read numbers and words.

#### Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

#### Working conditions

Work is performed indoors and outdoors in varying weather conditions where safety considerations exist from physical labor and handling of medium-to-heavy weight and materials. Ensures the vehicles are maintained and clean. Extended periods of driving in variable traffic and road conditions.



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**Series**

Maintenance/Operations/Transportation Series

**Salary range 64**

*Approved by the Personnel Commission:* September 22, 2011  
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