



### DELIVERY SPECIALIST I

**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. Assists in storing and retrieving supplies, materials, and equipment.

#### **Specific duties and responsibilities**

- 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, mail, financial items, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and events to and among various sites.
- Unloads deliveries at all designated sites, checks delivery to the order, loads returns, and empties 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 re-issue schedule. Requests alternative delivery and return dates to minimize schedule conflicts.
- Collects and delivers locked cash/financial item bags for further processing.
- 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 on a daily basis. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Cleans the interior and exterior of vehicles.
- Maintains warehousing, shipping, delivery areas in a safe and orderly condition.
- Performs other duties as assigned that support the overall objective of the position.

#### **Requirements:**

**Education:** The position requires a high school diploma

**Experience:** One year of general warehouse and delivery experience.



**DELIVERY SPECIALIST I**

**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 materials.
- California Motor Vehicle Code, traffic safety and safe work rules and practices.
- Sufficient English language and math skills to document work activity and computer quantities, and sufficient 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.
- Comply with all safety regulations for the handling of durable materials, and fill orders accurately from requisitions.
- Operate a pallet jack 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
- Perform manual labor, including lifting, carrying, and moving equipment and supplies.
- Actively stand for extended periods of time, walk up to 100 yards, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis
- Push, pull, and guide materials over 75 pounds and ability to climb, stoop, kneel, and crouch on a regular basis

**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 materials. Extended periods of driving in variable traffic and road conditions.

**Series**

Maintenance/Operations/Transportation Series

**Salary range 62**

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