

**JOB DESCRIPTION**  
**Puyallup School District**  
**Warehouse – Courier**

**WAREHOUSE COURIER**

**Purpose Statement**

The position of Warehouse Courier is done for the purpose/s of transporting supplies, equipment, food, mail, furniture and other items over designated routes and as needed between buildings; ensuring safe operation of vehicles warehousing equipment; accurately distributing/collecting supplies, mail, equipment, carts and other inventory.

**Essential Functions**

- **Arranges** facilities and furnishings for the purpose of providing satisfactory preparations for meetings, activities and events
- **Assembles** furniture and equipment for the purpose of providing items in safe working condition
- **Cleans** facilities (i.e. buildings, equipment, furnishings, tools, etc.) for the purpose of maintaining a sanitary, safe, organized, and attractive environment, and prolonging the life of equipment and buildings
- **Communicates** district policies and procedures to building staff, students, parents and public for the purpose of ensuring safe and proper use of buildings, grounds and equipment, meeting customer expectations, and expediting services
- **Drives** vehicles for the purposes of transporting and delivering a variety of district supplies and items
- **Inspects** vehicles/equipment and reports repair needs, for the purposes of ensuring safe and efficient operations
- **Loads and Unloads** supplies (e.g. furniture, equipment, food products, chemicals, deposits, etc.) between sites, for the purposes of maintaining district operations and ensuring their secure, safe, and efficient handling
- **Maintains** inventory and delivery records for the purpose documenting district assets and following district accounting protocols
- **Operates** equipment (e.g. forklift, delivery vehicle, pallet jacks, etc.) for the purpose of receiving and transporting items in a safe, efficient manner
- **Performs** basic vehicle preventative maintenance and services daily vehicle needs (e.g. fuels, fills washer fluid, tire pressure, tops oil, etc.) for the purposes of sustaining standard vehicle operations
- **Performs** inventory functions (e.g. receiving, securing, verifying quantities, stocking, rotating, staging, distributing, processing orders, etc.) for the purpose of meeting district needs, expediting on site operations, and ensuring accuracy, quality, and condition of products
- **Prepares** documentation (e.g., inventory forms, inspection forms, money logs, etc.) for the purpose of providing written support and/or conveying information
- **Sorts** interoffice mail for the purpose of distributing mail between sites
- **Responds** to inquiries and adapts to various school conditions (within given parameters), for the purpose of providing information and/or meeting school needs
- **Reports** equipment malfunctions and/or repair needs, for the purpose of sustaining operations
- **Secures** facilities, grounds and equipment for the purpose of minimizing property damage, loss and liability and ensuring safety at work sites

## **Other Job Functions**

- **Assists** building supervisor with building evacuation or response action, as directed, for the purpose of ensuring safety of occupants during and after response action (i.e. fire alarm, hazardous spills, other emergencies, etc.).
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Attends** meetings and trainings for the purpose of maintaining professional growth and departmental goals

## **Minimum Qualifications**

### **Education Required:**

High School Diploma or equivalent

### **Experience Required:**

Three years recent experience as a delivery driver or other related work experience.

### **Required Knowledge, Skills and Abilities:**

**Knowledge** of methods of receiving, storage, delivery of materials; methods of various materials handling; safe driving practices, proper lifting techniques, safe vehicle operating techniques, safe loading and unloading practices; proper use and function of forklifts and other warehouse equipment.

**Skills** to safely operate vehicle/equipment; use English in verbal and written form; operate small hand tools, pallet jacks, and forklifts; perform basic math to calculate quantities of items.

**Ability** to walk and stand for prolonged periods; understand and carry out oral and written instructions and maintain inventory. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations and other sound, near/far visual acuity/depth perception/visual accommodation; adhere to safe work practices; work independently with minimal supervision; perform a variety of tasks; maintain attention to detail; maintain confidentiality; read and understand equipment manuals; adjust to flexible assignments often with short notice; communicate, establish and maintain cooperative working relationships with students, staff and public. Maintain total confidentiality in all work assignments especially with respect to the office administration areas.

**Licenses, Certifications, Bonding, and/or Testing Required:** Evidence of insurability, forklift operator license, first aid card, Criminal Justice Fingerprint Clearance. must be capable of being bonded. Subject to random drug and alcohol testing if compensated for a valid Washington CDL license.

## SUMMARY OF PHYSICAL DEMANDS RATINGS

### JOB TITLE: Warehouse Driver/Courier

Report Identification Code = psdmwd/c

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

#### Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

#### 1. STRENGTH:

A. Standing	50%
Walking	30%
Sitting	15%

B. Lifting	C 50 lbs.
Carrying	C 50 lbs.
Pushing	F 50 lbs.
Pulling	F 50 lbs.

#### 2.

CLIMBING	O
BALANCING	O

#### 3.

STOOPING	F
KNEELING	O
CROUCHING	O
CRAWLINGN	P

#### 4.

REACHING	C
HANDLING	C
FINGERING	O
FEELING	O

#### 5. TALKING:

Ordinary	F
Other	O

#### HEARING:

Conversations	F
Other Sounds	O

6. SEEING

Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	O
Color Vision	NP
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: 2 (3) (4) 5 (6)

(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are boxes of supplies, hand truck, pallet jack; stooping/kneeling/crouching are stocking shelves, lifting supplies; reaching/ handling are supplies; computer, different size of items; talking/hearing other than conversation are over forklift noise and hearing potential hazards such as moving equipment; visual acuity are form, items on shelves, driving fork lift, driving truck.

**SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS**

**JOB TITLE: Warehouse Driver/Courier**

Report Identification Code = psdmwd/c

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

- Key to Environmental Factors Rating:
- NP = Not Present in the Job Environment
- S = Seldom - Under 5% of Work Day
- O = Occasionally - Up to 1/3 Time
- F = Frequently - From 1/3 to 2/3 Time
- C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLDS

Comments Regarding "Extreme Cold" = Walk-in coolers, freezers

EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION F

Comments Regarding "Noise" = Fork lift, Truck, Electric cleaning equipment

Comments Regarding "Vibrations" = Fork lift, Truck, Electric cleaning equipment

6. HAZARDS:

Mechanical O

Explosives	NP
Electrical	S
Radiant Energy	NP
Burns	S

Other Hazard/s S

Comments Regarding “Mechanical” = Cleaning equipment, box cutter, fork lift, pallet jack

Comments Regarding “Electrical” = Electric cleaning equipment around water

Comments Regarding “Burns” = Chemicals

Comments Regarding “Other Hazards” = Slips, trips, falls

#### 7. ATMOSPHERIC CONDITIONS:

Fumes	F
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Mists	NP
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Odors	F
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Gases	NP
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Dusts	F
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Poor Ventilation	NP
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Other Atmospheric Hazards	NP
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Comments Regarding “Fumes” = Vehicles exhaust, cleaning solvents

Comments Regarding “Odors” = Vehicles exhaust

Comments Regarding “Dust” = Warehouse, Dust

8. PROTECTIVE CLOTHING - DEVICES: Back brace, Safety shoes, Gloves, safety glasses, Hearing protection, Dust mask

9. E. C. SUMMARY: Inside/Outside Work 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.