



Delivery Driver

Purpose Statement

The role of the Delivery Driver involves providing support to warehousing operations by transporting supplies and equipment to designated sites while ensuring the vehicle is maintained in a safe and sanitary condition.

Supervisory Relationship

Reports to: Print Shop Supervisor

Essential Functions

- **Transporting Supplies:** Safely and efficiently deliver supplies, materials, and equipment to designated locations across the school district.
- **Vehicle Maintenance:** Regularly check and maintain the vehicle’s fluid levels, fuel, cleanliness, and tire pressure to ensure safe operation.
- **Loading and Unloading:** Load and unload items, supplies, and equipment at designated sites, ensuring secure and efficient handling.
- **Inspection:** Inspect delivered items to verify the quality and quantity of materials received and delivered.
- **Equipment Maintenance:** Maintain delivery equipment and supplies to ensure they are available and in safe working condition.
- **Policy Implementation:** Follow departmental policies to ensure proper review and approval of transported materials.
- **Safety Practices:** Adhere to all safety practices and procedures during transportation and handling of materials.
- **Meetings and Training:** Participate in meetings, workshops, and training sessions to stay informed and compliant with job requirements.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adherence to safety practices.
- Effective problem-solving and organizational skills.
- Ability to operate delivery vehicles and related equipment.

Knowledge

- Basic math skills, including calculations using fractions, percents, and ratios.
- Basic computer skills.
- Understanding of basic vehicle maintenance and safety practices.

Abilities

- Schedule and prioritize activities.
- Work flexibly with a variety of individuals and groups.
- Operate equipment using standardized methods.
- Meet deadlines and manage schedules effectively.

Responsibility

Work under direct supervision using standardized routines. Provide information and advice to others as needed. Operate within a defined budget. Utilize resources from other work units as required. Impact the organization's services through efficient delivery operations.

Work Environment

Physical activities include significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Exposure to temperature extremes and some risk of injury or illness.

Experience

Job-related experience is required.

Education

High school diploma or equivalent.

Certifications and Clearances

Valid driver's license and evidence of insurability.

Required Testing

Post Offer physical exam

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

SI