

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

DELIVERY PERSON

**POSITION
DESCRIPTION:**

Directly responsible to the supervisor of the assigned department. To support a safe and orderly environment for students and staff, under the direction of their supervisor, operates district vehicles in the delivery of supplies and equipment. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Transports mail, supplies, food, and equipment in a district vehicle
2. Transports money
3. Loads and unloads delivery vehicle
4. Assists the warehouse person with warehouse operations
5. Operates forklift, pallet jacks and other department equipment
6. Maintains district vehicle in a clean and orderly condition
7. Performs minor maintenance inspection on delivery vehicles and/or equipment used and schedules services needed.
8. Reports safety, sanitation and fire hazards to their supervisor
9. Communicates and works cooperatively with sites and co-workers
10. Accomplishes tasks in a safe, timely and legal manner
11. Attends trainings and meetings as directed
12. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License
- No Vehicle Code moving violation within the last 12 months

Knowledge of:

- Safe driving practices
- Proper lifting, loading and unloading techniques

Ability to:

- Operate various vehicles and equipment safely
- Work cooperatively with others
- Understand and carryout oral and written directions
- Communicate effectively, both orally and in writing
- Perform heavy manual labor

EXPERIENCE:

Required:

- None

Desired:

- Prior employment as a delivery driver for a large facility or school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Exposure to fumes, dust and odors

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders and scaffolding
- Heavy physical labor

Hazards:

- Exposure to extreme weather conditions
- Working around and with machinery having moving parts
- Hazardous chemicals