



JOB DESCRIPTION
Transportation Technician

Reports to:	Maintenance, Operations and Transportation Manager	Employment Group / Salary Range:	Classified Range L
Dept:	Maintenance, Operations and Transportation	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	9/15/23 10/2/23

PRIMARY FUNCTIONS

Under general supervision, operates a delivery vehicle in the transportation of mail, packages, school supplies and materials to District locations; picks up parts and supplies from vendors; delivers and picks up vehicles for maintenance and repair; assists with recordkeeping; assists in warehouse operations; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Operates a van or large delivery truck following a prescribed route in accordance with a time schedule; makes routine deliveries in accordance with established procedures.
- Assist with picking up incoming U.S. mail and delivers outgoing mail to the post office, if needed; assists with mail sorting and processing; picks up and delivers packages, mail, inter-departmental correspondence and other materials and equipment from District locations.
- Sorts materials, loads and unloads delivery vehicle with correct type and quantity of products.
- Moves and lifts heavy objects within safety practices.
- Makes special deliveries or picks up materials and equipment as required.
- Performs basic vehicle and equipment maintenance including adding fuel and fluids, changing air filters, and performing safety checks.
- Takes vehicles for smog checks and other maintenance needs; maintains records and logs including smog checks, mileage, inspections, and maintenance.
- Assists with tracking fuel usage and filling vehicles with gas.
- Assists with the scheduling, pickup/return of District vehicles; performs damage inspections and ensures vehicles are safe to operate.
- Accepts and verifies vendor deliveries against orders, packing slips and/or purchase orders; returns incorrect or defective materials and equipment; refuses receipt of incorrect items; assists with maintaining inventory and stocking.
- Assists with food deliveries as needed.

- Picks up cardboard and bales cardboard.
- Performs lite maintenance tasks by assisting maintenance staff if needed.
- Use of forklift, scissor lift, tractor and other heavy equipment.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

High school diploma or GED equivalent and experience performing deliveries or other service functions according to a predetermined schedule. At least two years of delivery experience is desirable.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Forklift, scissor lift and aerial lift certification must be acquired within 90 days of employment or promotion.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Safe driving practices and techniques.
- Safe and proper methods of handling, loading, securing and unloading mail, food, supplies and equipment.
- Local area streets and freeways and the organization and layout of school sites.
- District rules, regulations and requirements related to job requirements.
- Safety policies and work practices applicable to the work being performed.

Skills and Abilities to:

- Safely operate a vehicle on city streets and freeways.
- Coordinate considerable amounts of food and food supplies, general mail and interoffice communications and meet strict time schedules.
- Abide by kitchen sanitation and safety measures.
- Utilize equipment and materials used in serving food.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 75 pounds. Vision requirements include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied individuals.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in a warehouse and outdoor environment where the noise level is usually quiet to moderate. Some duties may involve exposure to dust, fumes and traffic.

The employee is required to travel to various District sites and to respond to emergency situations.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed