

Delivery Driver

DEFINITION:

Under general supervision, operates a district vehicle in the pickup and delivery of instructional materials, textbooks, district mail, supplies, equipment, furniture and other related items to and from schools and sites; operates various warehouse and delivery equipment to load and unload materials; assists with related warehouse, maintenance, and repair work as assigned; performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

- Methods and practices of receiving, storing, handling, wrapping and issuing of supplies and materials
- Stock control and inventory procedures
- Warehouse operations, practices, standards, procedures, equipment and terminology
- Proper loading and unloading of trucks using appropriate equipment
- Safe and proper driving practices
- Proper lifting techniques

Ability to:

- Lift and move heavy objects
- Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation
- Safely operate a forklift, pallet jack, hand truck and other warehouse equipment
- Drive light and heavy duty trucks and other district vehicles
- Make arithmetical calculations and maintain accurate records
- Follow verbal and written directions
- Work with the public, students and school officials tactfully and courteously

Experience and Education

- At least one year of experience as a laborer, helper, warehouse worker, truck driver, or similar work involving duties comparable to those listed above
- Equivalent to completion of the twelfth grade
- Possession of a valid California driver's license

DISTINGUISHING CHARACTERISTICS:

This position classification carries out delivery procedures and assists with warehouse operations required for receiving, storing, processing and delivery of instructional materials, textbooks, supplies, materials and equipment from a central storage area to the school and department sites.

ESSENTIAL FUNCTIONS:

- Operates delivery vehicles, forklifts, pallet jacks, hand trucks, carts and dollies to load, unload, move, haul and transport equipment, supplies and materials.
- Delivers printed materials from the District Print Shop and County Office of Education to schools, sites and departments.
- Delivers, picks up, and secures testing materials between Testing Department and school sites.
- Coordinates with Instructional Media Center for receiving, delivery, and storage of textbooks and instructional materials.

- Receives shipments and coordinates delivery of supplies, materials, furniture, and equipment with schools, sites, and departments.
- Unloads supplies, materials, and equipment to dock from vendor delivery trucks.
- Collects, distributes, delivers, and sorts internal and external mail; assists with payroll pickup and delivery to sites.
- Packs, loads and prepares orders of supplies, instructional materials and/or equipment for deliveries.
- Collects e-waste from school sites and departments for recycling.
- Collects and distributes furniture, equipment, musical instruments, and other items as necessary for the purpose of supporting faculty moves, staff needs, and program needs.
- Assists with inventory and delivery of surplus furniture and equipment.
- Assists with warehouse duties as needed.
- Maintains warehouse storage areas and stores items in orderly and safe condition.
- Assists in keeping shelves and goods clean; sweeps, and dusts stock and warehouse.
- Coordinates maintenance of district delivery vehicles.
- May supervise high school students and other delivery/warehouse help during peak periods.
- Assists in performing basic clerical and record keeping tasks including preparing records and reports.
- Assists with maintenance and repair work within warehouse and district office.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: significant lifting, carrying, pushing and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; manual dexterity to maintain rigorous work schedule involving making deliveries/pickups to all District locations.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.