JOB DESCRIPTION
Tahoe Truckee Unified School District

WAREHOUSE DELIVERY DRIVER

Purpose Statement:

The job of Warehouse Delivery Driver is done for the purpose/s of maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

Essential Functions

- Advises purchasing department of deliveries and shipments for the purpose of providing required documentation for payment and/or credits.
- Cleans warehouse area for the purpose of maintaining an organized layout and safe work environment.
- Collects bulk mail, confidential documents and other materials (e.g. warrants, Board documents, financial reports, etc.) for the purpose of distribution according to postal regulations.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Fills orders by pulling from stock for the purpose of meeting delivery requirements.
- Inspects externally routed mail for the purpose of ensuring compliance with postal service regulations.
- Loads orders for food items, supplies and/or equipment for the purpose of preparing orders for transport.
- Maintains documentation (e.g. delivery logs, routes, mileage, etc.) for the purpose of providing written support and/or conveying information.
- Maintains vehicles (e.g. inspections, fueling, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains warehouse equipment for the purpose of maintaining equipment in safe operating condition.
- Orders paper products, cafeteria supplies, etc. for the purpose of ensuring availability of items as needed.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Processes deliveries and/or materials (e.g. food, supplies, signed delivery slips, pulling fall orders) for the purpose of disseminating information and/or materials to appropriate parties.
- Receives internal and external mail for the purpose of sorting and distributing information to appropriate parties.
- Receives stock and nonstock items (e.g. mail, paper products, etc.) for the purpose of ensuring specifications, and/or distributing mail and supplies.
- Researches discrepancies on orders (e.g. incorrect purchase order numbers, damage, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of deliveries.
- Transports various items from district sites (e.g. food, supplies, equipment, instructional materials, bulk mail, special deliveries, furniture, etc.) for the purpose of distributing materials to assigned site location and/or individuals.

- Unloads deliveries (e.g. food products, paper products, etc.) for the purpose of providing shipment at assigned site locations and/or individuals.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in warehouse operations; operating snow blower, van, truck.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; displaying tact and courtesy; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with constant interruptions; frequently performing physical demanding activities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid Class B Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Classified 16