

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
RANGE 20**

TRANSPORTER

JOB SUMMARY

Under immediate supervision of a Warehouse Coordinator or higher level supervisor using an average level of material handling and driving skills, picks up and delivers supplies, materials, records, equipment and food from vendors, warehouses, schools, and other District sites; assists in the filling of requisitions, putting away stock, and the loading and unloading of trucks; may perform general custodial duties at assigned site.

DISTINGUISHING CHARACTERISTICS

Transporter duties revolve around assisting in the efficient operation of District warehouses and the operation of a District truck in the delivery and pick up of supplies, materials, books, records, equipment and food. This classification differs from that of Warehouse Coordinator in that no organizing, directing or coordination of an entire warehousing operation is involved and from a Stock Clerk/Transporter in that the majority of the assigned duties involve actual delivery and pick-up. Direction often comes from a Warehouse Coordinator.

EXAMPLES OF DUTIES

Receives, stores, issues, retrieves and delivers school supplies, books, equipment, food, office and classroom supplies and records; checks goods against invoices or purchase orders and prepares reports of discrepancies; drives truck to deliver a variety of materials, supplies and food to school site and other locations over previously established routes; may assist in computerized recordkeeping; performs manual tasks in the warehouse operation and deliveries; operates material handling equipment such as fork lifts and pallet jacks; assists in periodic and annual inventories including fixed asset tagging and maintaining of accurate and current files and records; may act as a bonded messenger; checks fluid levels on trucks and performs preoperational vehicle safety inspection; performs general custodial duties at the Nutrition Center; assists the warehouse material rotating and shelving stock; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school.

Experience: One year of work experience in general delivery, warehouse, stockroom or related work.

Knowledge of: Hazards and safety practices for pick up and delivery work; safety practices in lifting and moving heavy materials; safe driving practices and traffic laws; proper methods of receiving storing and issuing supplies, books, equipment and food.

Ability to: Perform heavy physical labor in a safe manner; assist in inventory control and warehouse storage practices; operate various types of mechanical loading and handling equipment; make arithmetic computations and prepare reports; operate District truck and vehicles; work cooperatively with others; follow verbal and written directions; maintain insurability to drive a District vehicle.

License: Possession of a valid California Driver's License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver delivery and stock clerk category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works mainly in a delivery capacity driving a truck or a van to transport food, supplies, equipment, mail, money, etc. Employees will also work in a warehouse and outdoor environment. Employees are subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. Although employees drive during the majority of their shift, they may also be assigned to a warehouse for all or part of their shift. While performing the duties of this job, the employee regularly works near moving mechanical equipment such as forklift and pallet jack. The employee may be exposed to fumes, dust and odors, and may work at heights within the warehouse environment. The noise level in the work environment is usually loud.

Physical Demands: The physical demands of this position include driving, walking and standing for extended periods of time. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position and in some instances pushes food carts that can weigh up to 500 pounds. The employee is regularly required to use hands to operate a computer and various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus are also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

TRANSPORTER

Adopted by the Personnel Commission: 12/1/80

Revised by the Personnel Commission: 6/2/86, 10/3/88, 6/13/02, 9/2/04