

SAN YSIDRO SCHOOL DISTRICT

TITLE: Delivery Person
DEPARTMENT: Business Services
FLSA: Non-Exempt
Revised: September 15, 2015

REPORTS TO: District Administrator
CLASSIFICATION: Classified (12 month)
SALARY: Classified Salary Schedule Step 8-12
Board Approved: September 15, 2015

GENERAL PURPOSE

Under the direction of the Director of Maintenance, Operations, Transportation, and Facilities the Delivery Person shall be responsible for all the district deliveries and pick-ups of supplies, materials, equipment, mail, and other items essential to the operation of the school district. In addition, he shall assist in the receipt, storage, and general operation of the warehouse services.

ESSENTIAL DUTIES AND 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.

- The delivery person is responsible for the pre-operational check of the delivery vehicle to be used: this inspection shall include all easily accessible fluid levels (oil, battery, radiator, and fuel), lights, brakes, and tires with an immediate reporting of any unsafe check to the Director of Facilities, if the delivery person is not capable of correcting the unsafe condition.
- The delivery person is responsible for the safe and prudent operation of all delivery vehicles
- The delivery person is responsible for the safe portal-to-portal delivery of all items entrusted in his care, depositing all items in the place designated by the recipient.
- The delivery person is responsible for transporting such books, foods, materials, equipment, supplies, mail, and other items required by the schools and district, or as designated by the Area Production Manager.
- The delivery person is responsible for the delivery of all schools, district, and U.S. mail to the designated recipient on a regularly scheduled basis as established by the Area Production Manager.
- The delivery person shall assist the Storekeeper in the appropriate receipt, recording, and storage of all items received at the district warehouse.
- The delivery person shall assist the Storekeeper in the appropriate recording and issuance of all items requested by the schools and department of the district when such requests are made on requisition with appropriate approval.
- The delivery person shall utilize such equipment as the forklift, pallet mover, and hand trucks in the movement and the storage of all items when such use is necessary.
- The delivery person shall assist the Storekeeper in maintaining a safe and clean warehouse at all times. The delivery person shall assist other personnel in the delivery, movement, arrangement, and pick-up of furniture, equipment, supplies, materials, and other items needed for special occasions.

KNOWLEDGE OF:

- Knowledge of inventory system.

ABILITY TO:

- Utilize computer systems including email, and other basic computer programs used in the areas of responsibility.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High school graduate or equivalent preferred.
- Possession of a valid California Driver's License, a good driving record, and the ability to maintain insurability under the District's vehicle insurance policy.

WORKING CONDITIONS:

The position requires working in an outdoor or indoor working environment, working in seasonal heat or cold adverse weather conditions, and driving District vehicles of various types and sizes to conduct work. It may also require working from heights and in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to lift, carry, push and/or pull; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job requires sitting, walking, and standing for prolonged periods.