

CLASS SPECIFICATION
Delivery Driver

GENERAL PURPOSE

Under general supervision, picks up and delivers warehouse supplies, food and commodities, mail, books, audio-visual and media materials, invoices, reports and custodial supplies; loads and unloads delivery trucks; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for sorting, picking up and delivering U.S. mail, food and commodities, general warehouse items and custodial supplies to District schools from District warehouses. Incumbents are required to load and unload delivery trucks requiring heavy lifting and proper use of lifting techniques.

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. There will typically be an assigned schedule for these duties.

1. Delivers and picks up assigned items to and from District schools and sites, including food and commodities, materials, equipment, supplies, furniture, textbooks, payroll checks, reports, invoices, receipts and mail; picks up warehouse stock ordered from outside vendors; operates a delivery vehicle; follows routes and schedules, as directed.
2. Loads, unloads and unpacks materials, equipment and supplies from delivery trucks; operates a forklift, pallet jack and other warehouse equipment to store food, supplies and equipment and stock shelves; may pull food, supplies and equipment to fill orders and pack and wrap materials for delivery.
3. Picks up, processes, organizes, sorts, weighs, packages, meters and records postage and distributes District and U.S. mail.
4. Maintains records of deliveries from central warehouse which require signatures; completes and maintains necessary forms for UPS shipping, warehouse orders and purchase orders; makes entries on delivery slips.
5. Performs daily inspections of vehicle and notifies supervisor of any problems; performs preventative maintenance and maintains vehicle cleanliness.

OTHER DUTIES

1. Makes deliveries to school Board member residences, as directed.
2. May assist in general maintenance and custodial work as required.

QUALIFICATIONS

Knowledge of:

1. Techniques and methods for establishing and maintaining delivery routes and schedules.
2. Traffic and safety laws and safe driving techniques.
3. Operation of light and/or medium duty delivery trucks.
4. Proper lifting techniques and methods.
5. Proper operation of forklifts, hand trucks and dollies.

Ability to:

1. Understand and follow oral and written instructions.
2. Perform heavy physical labor.
3. Follow rules, regulations, policies and procedures.
4. Read and understand maps and delivery directions.
5. Observe legal and defensive driving practices.
6. Sort and meter mail.
7. Establish and maintain effective working relationships with District management, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or a G.E.D. equivalent; one year of responsible delivery experience involving the use of a light and/or medium delivery vehicle. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms; and drive a vehicle. An employees is required to lift, carry,

push and/or pull objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret maps, driving directions and other documents; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District management, faculty, staff and others encountered in the course of work.

WORK 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 individuals with disabilities to perform the essential functions.

The employee works in a warehouse and driving a delivery truck, and the noise level can be loud. An employee works near moving equipment and moving mechanical parts.

Board Approval 2/15/2007

Effective 7/1/2007