JOB DESCRIPTION

JOB TITLE: Delivery Driver

Job Family: Warehouse/Delivery Services

Range: 31

Job Purpose Statement/s: The job of "Delivery Driver" is done for the purpose/s of receiving, storing, shipping, issuing and delivering instructional materials, other supplies and equipment to designated points in the District.

Essential Job Functions:

* **Drives** a delivery truck over a designated route to distribute materials, supplies, mail and equipment to points in the District.
* **Delivers** instructional materials, such as books, charts, films, maps, study prints, audio-visual equipment and other supplies.
* **Packages** materials for safe transport.
* **Maintains** truck, including washing, checking tires, gasoline, oil and water levels.
* **Fills** requisitions and marks orders for deliveries.
* **Maintains** records of requisitions, purchase orders and deliveries.
* **Operates** a delivery truck and forklift.
* **Inspects** incoming stock for conformity to purchase orders and packing lists, and reports shortages, damages and other discrepancies.
* **Keeps** shelves and other storage spaces in a clean and orderly condition and maintains warehouse area in a clean and safe fashion.
* **Takes** inventories and maintains accurate records.
* **Delivers** mail and Board materials to a variety of destinations.

Other Job Functions:

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

Job Requirements - Qualifications:

* **Experience Required:** One (1) year experience in the operation of a motor vehicle, forklift, warehousing and storage involving receiving, storage and issuing of supplies; good driving record.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to safely drive utility vehicle.

  Knowledge of safe and efficient procedures for truck operations, loading and delivery. Proper methods of storing materials and supplies.

  Abilities to walk for prolonged periods, understand and carry out oral and written instruction, drive for extended periods, read maps and schedules, adhere to route schedules, maintain written records. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations, far visual acuity/depth perception/visual accommodation/field of vision.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.