

Driver

DEPARTMENT:	Buildings & Grounds	REPORTS TO:	Warehouse/Grounds Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-exempt

Position Description

The Driver position supports the district by loading, transporting, and unloading delivery trucks containing school and office supplies, food, mail, furniture, and any necessary equipment to ensure buildings are provided with appropriate support services.

Task Title	Essential Job Functions	Percent of Time Spent
Deliveries	- Load, transport and unload food service items at schools and satellite cafeterias. - Deliver mail, copy center materials, supplies, furniture and equipment including sensitive materials and parcels for the district. - Transport technology supplies and equipment securely. - Unload and store supplies, materials, and equipment when delivered to the warehouse. - Ensure timely and safe delivery services are provided to schools and to the satisfaction of the supervisor. - Follow safety guidelines and best practices while transporting potentially hazardous materials.	75%
Pickups	- Pick up boxes and materials from schools. - Pick up supplies for other departments.	15%
Inventory Management and Recordkeeping	- Monitor supply and tool inventory and conditions. - Provide back-up for Warehouse Manager and Warehouse Assistant, including creating requisitions, pricing, and parts ordering. - Record all tools or supplies provided to maintenance workers. - Monitor inventory supplies to ensure accurate inventory levels are maintained and materials or supplies are available when needed and keep appropriate records.	10%
Vehicle Maintenance	- Inspect supply vehicles for damages. - Conduct preventive maintenance on supply vehicles on a regular basis to ensure an effective preventive maintenance program is followed for the Kirkwood School District.	
Other	Other duties as assigned.	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees.
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks.

Qualifications

Required

- **Education:** High School diploma or G.E.D.
- **Licensure:** Driver's license required to travel between job sites

Preferred

- **Previous Work-Related Experience:** 1 or more years
- **Certificates, Certifications, or Other Training:** Forklift certification, Certification for all trucks in warehouse vehicle pool. Chauffeur's license and CDL
- **Licensure:** Chauffeur's license and CDL

Knowledge & Skills

Knowledge

- **Basic:**
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Customer and Personal Service: Principles and processes for providing customer and personal services.
- **Advanced:**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading Comprehension, Speaking, Time Management, Coordination
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Listening
- **Occasionally (Up to 2.5 hours or 32% of the day):** Service Orientation, Social Perceptiveness, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Critical Thinking, Learning Strategies, Monitoring, Equipment Maintenance, Equipment Selection

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking, Carrying/Lifting, Pulling/Pushing, Reaching, Repetitive Motion, Color Vision

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Hearing, Crouching/Kneeling
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Balancing, Climbing, Finger Dexterity, Multi-limb Coordination

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Heavy work:* Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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