

DELIVERY DRIVER

DEFINITION

Under general supervision, drive a delivery vehicle in the pick up and delivery of intra-District and United States mail, warehouse supplies and material, audio-visual equipment, and prepared hot and cold foods; and do other related work as required.

ESSENTIAL FUNCTIONS

Load a delivery vehicle with a variety of supplies, materials, equipment, and mail; drive a delivery vehicle to delivery and pick up sites, load and unload the delivery vehicle; assist in receiving, processing, and storing warehouse supplies, materials, and equipment; process intra-District and United States mail; transport postal machines to the postal service to replenish the meter; secure postage stamps as required; assist in maintaining a variety of warehouse and delivery related records; receive delivery acknowledgment receipts; may operate a variety of warehouse equipment, including a forklift, pallet jack, and hand truck; may assist in conducting warehouse inventory reviews and in maintaining inventory control procedures; review delivery vehicle service records and follow-up preventive maintenance and lubrication schedules; pick up and deliver money to and from various sites.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, procedures, pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, equipment, and mail;

Simple record management procedures;

Vehicle service and maintenance requirements;

Safe working and vehicle operational practices.

Ability to:

Effectively and efficiently operate a delivery vehicle and assist in a receiving, storage, and distribution operation;

Perform routine clerical tasks;

Perform moderately heavy manual tasks;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience operating a mid-sized delivery vehicle and some experience in a warehousing and distribution operation.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Pre-placement Physical: Class II