

Warehouse/Delivery Driver

Purpose Statement

The job of Warehouse/Delivery Driver is done for the purpose/s of providing support to the warehousing operations with specific responsibilities of transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Manager, Maintenance

Essential Functions

- Assists in receiving stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Delivers a variety of items to District recipients (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items from internal and external sources over scheduled and/or unscheduled routes to assigned locations and/or individuals.
- Drives vehicles for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains records (e.g. delivery log, etc.) for the purpose of documenting activities and providing reliable resource information.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Performs all functions within the scope of the warehouse for the purpose of providing warehousing operations.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Transports a variety of items (e.g. records/files, supplies, equipment, materials, bank deposits, mail, etc.) for the purpose of receiving and/or delivering materials on both scheduled and unscheduled pickup and delivery routes.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific

knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English .

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Job-Related Skills Proficiency Test

Certificates and Licenses

Valid Driver's License
Forklift Certificate

Continuing Educ. / Training:

Clearances

Criminal Background Clearance
10 Year Motor Vehicle Report

FLSA Status

Not Rated

Approval Date

6/25/2018

Salary Grade

E