

WAREHOUSE DELIVERY DRIVER

Purpose Statement:

The job of Warehouse Delivery Driver is done for the purpose/s of under the direction of the Purchasing Supervisor, performing warehousing duties of and loading and unloading orders, stocking inventory and maintaining warehouse; and transporting orders of equipment, materials and supplies to schools and offices.

Essential Functions

- Cleans warehouse (e.g. rotating stock, shelves and merchandise, etc.) for the purpose of maintaining an organized layout and safe work environment.
- Drives delivery vehicle (e.g. supplies, furniture, mail, etc.) for the purpose of transporting orders to designated sites.
- Inspects delivery vehicle for the purpose of maintaining equipment in safe operating condition.
- Picks Up/delivers various items from district sites (e.g. mail, furniture, equipment, etc.) for the purpose of distributing materials to assigned site location/s and/or individuals.
- Prepares orders for the purpose of delivering orders to schools and/or departments.
- Processes work orders (e.g. moving furniture and equipment, special functions, etc.) for the purpose of completing projects within budget and in a timely manner.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Responds for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules routine maintenance on vehicle (e.g. gas, oil, water, battery, windshield/lenses, clean inside/outside, report any problems, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Sorts packages and other materials and supplies for the purpose of distributing items to assigned sites and/or individuals.

Other Functions

- Assembles/disassembles furniture as may be required for the purpose of providing items in working order or for shipment.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using materials handling equipment including operating forklifts, pallet jacks, hand trucks, etc.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: materials handling and storage; district geography

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience No job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability
Forklift Operator's Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 18