

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title: **WAREHOUSE DELIVERY DRIVER**
Job Family: Maintenance & Facilities
Reports to: Assistant Superintendent of Business Services
Salary Level: Range 25
Calendar: Classified 12 Month

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, participate in a variety of delivery and distribution functions; drive a vehicle to various locations to pick up and deliver items and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participate in a variety of delivery and distribution functions; load and unload shipments of items and supplies; assure proper and timely distribution of items and supplies.
- Pick up and deliver mailings, deposits and payroll items according to established procedures.
- Drive a vehicle to various locations along assigned routes to pick up and deliver items and supplies; distribute items and supplies to appropriate personnel; inspect shipments to assure compliance with established specifications.
- Assist with receiving warehouse orders as directed; unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelve and store items received in the appropriate section of the warehouse as assigned.
- Assist with moving and arranging furniture.
- Operate a variety of standard warehouse and delivery equipment and other equipment as assigned.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience receiving, storing and delivering supplies.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance. *(Must submit application for License Pull Notice.)*

Knowledge of:

- Methods, practices, procedures and terminology used in warehouse, distribution and delivery operations.
- Traffic laws, defensive driving techniques and rules of the road.
- Proper methods of storing equipment, materials and supplies.
- Proper loading and unloading of trucks.
- Operation of assigned warehouse equipment.
- Requirements of maintaining buildings in a safe, clean and orderly condition.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory practices and procedures.
- Proper lifting techniques.
- Health and safety regulations.
- Basic math.

Ability to:

- Participate in a variety of service distribution functions.
- Drive a vehicle to various locations to pick up and deliver items and supplies.
- Load and unload shipments of items and supplies.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Operate a truck and warehouse equipment.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

Physical Demands:

- Dexterity of hands and fingers to operate various warehouse equipment.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Heavy physical labor.
- Seeing to read a variety of documents.
- Climbing ladders and working from heights.

Hazards:

- Traffic hazards.
- Working around and with machinery having moving parts.
- Exposure to cleaning agents and chemicals.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA _____ DATE 6-12-18

DISTRICT _____ DATE 6/12/18

Board Approved: May 24, 2018