

**San Diego County Office of Education
Personnel Commission**

DELIVERY WORKER

Definition:	Operates vehicles utilized to deliver educational supplies and materials between the County Office of Education and school districts within the county; loads and unloads materials at the various locations.
Typical Tasks:	<p><u>Essential Functions:</u> Drives delivery vehicles to transport materials between school districts. Loads and unloads materials at various locations following a scheduled route. Organizes procedures for handling materials. Packs or assists in the packing of various materials to be delivered. Sorts mail for distribution. Processes paperwork required in the scheduling, delivering and receiving of various materials. Operates communication equipment to maintain communication with other drivers as needed. Repairs and maintains containers used in delivery work. Maintains vehicle cleanliness and performs minor cleanup of equipment.</p> <p><u>Non Essential Functions:</u> Resolves delivery problems between the County Office of Education and the school districts. Assists in inventory of warehouse and other department storage areas. Performs related duties as required.</p>
Minimum Qualifications:	Knowledge of: operation of delivery vehicles (up to 15,000 lbs GVW) and related accessory equipment for performance of delivery services; efficient and safe loading and unloading techniques; basic inventory methods. Ability to: prioritize and arrange weight loads, delivery schedules and corresponding documents; establish and maintain effective working relationships with fellow employees and the general public; follow oral and written instructions: communicate effectively in oral and written form.
Working Conditions and <u>Physical Abilities</u>	<p>The majority of this assignment is spent driving a vehicle to conduct work with the remainder of time spent in warehouse environment.</p> <p>Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, on the telephone and via two-way radio; kneel, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a vehicle.</p>

License/DMV Report Requirement: Persons in this class must possess a valid California Driver's License. A current DMV (Department of Motor Vehicles) driving record of traffic citations and accident involvement, if any, needs to be submitted at the time of appointment and updated annually.

Revised: 11/87; 2/04; 09/09

Approved by Personnel Commission: December 17, 1987