

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

LEAD DELIVERY WORKER

<u>Definition:</u>	Oversees and participates in the work of delivery workers to provide daily pickup and delivery of supplies, equipment and other materials between the County Office of Education and school districts within the county; assists in establishing delivery routes and assigning drivers; performs other duties as assigned.
<u>Typical Tasks:</u>	Oversees and works with delivery workers in the proper loading and delivery of scheduled and unscheduled trips to schools, district facilities and other sites; works with delivery workers to establish delivery routes and assigns drivers; makes necessary additions, deletions and changes to routes; ensures daily route coverage and assigns relief drivers for vacations and/or absences; operates delivery vehicles on scheduled and unscheduled trips to specified delivery locations; loads and unloads vehicle; organizes procedures for handling materials; packs or assists in the packing of various materials to be delivered; processes paperwork required in the scheduling, delivering and receiving of various materials; may sort the mail, parcels and other materials for distribution; assists in inventory of warehouse and other department storage areas; operates two-way radio and keeps in touch with delivery drivers as required; acts as liaison with schools and departments in resolving delivery problems; assists in training new and relief delivery workers; establishes and keeps current relief driver route driving directions; maintains records and submits reports of vehicle conditions, route time, mileage, and fuel consumption, as requested; maintains vehicle cleanliness and performs minor cleanup of equipment; coordinates maintenance and repair of delivery vehicles to minimize downtime; repairs and maintains containers used in delivery work; performs related duties as required
<u>Minimum Qualifications:</u>	Knowledge of the operation of delivery vehicles (up to 15,000 lbs GVW) and related accessory equipment for performance of delivery services; knowledge of efficient and safe lifting, loading and unloading techniques; knowledge of basic inventory methods. Ability to: provide work direction and guidance to others; schedule and train delivery workers; communicate effectively orally, via two-way radio and in writing; prioritize and arrange weight loads, delivery schedules and corresponding documents; establish and maintain effective working relationships with fellow employees and the general public; read and interpret maps, compass directions, and procedural instructions; rapidly learn assigned routes and operation of equipment related to duties. Physical ability to perform duties involving kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment; lifting and carrying objects weighing up to 25 lbs.; sitting or standing for extended periods of time; seeing to read, drive and perform assigned duties; hearing and speaking to exchange information in person, on the telephone and via two-way radio; dexterity of hands and fingers to operate a vehicle.

Education and
Experience:

Training and experience sufficient to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying background would include a minimum of three years full-time equivalent paid driving experience involving the operation of light trucks or other commercial vehicles on public streets and highways.

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.

Established: 7/02

Approved by Personnel Commission: July 26, 2002