

San Diego County Office of Education  
Personnel Commission

## OPERATIONS DISTRIBUTION WORKER

Definition:

Under limited supervision, perform a variety of duties related to the receipt, storage, inventory control, distribution and delivery of warehoused materials, supplies and equipment; sort and process outgoing mail for delivery and transport to U. S. Post Office on a regular basis; sort and deliver incoming mail; operate computer, using specialized software, to prepare mail and packages for delivery, track packages via Internet, input data for billing, accounting and inventory control purposes; prepare, deliver, operate and make minor repairs and adjustments to audiovisual equipment.

Typical Tasks:

**Essential Functions:**

Receive, shelve, store, account for, and deliver general warehouse materials, supplies and equipment;  
select appropriate transportation carrier for delivery;  
package, prepare and process shipments using selected carrier's requirements and specialized software;  
participate in the inventorying of warehouse supplies and materials;  
check stock levels of warehouse items, record totals, and replenish as needed by obtaining pricing information from vendors and preparing and processing purchase requisitions;  
record and store all capital outlay retirement items;  
operate a computer to post input information to purchase orders and accounts;  
maintain accounting and inventory records, lists and other information;  
sort and prepare outgoing mail for delivery to County school districts and the U.S. Post Office;  
sort incoming mail, other written communications, packages or shipments and direct to proper locations;  
deliver mail, parcels, packages and warehouse items to department offices and offsite locations on a regular basis as scheduled;  
make special deliveries and pick-ups as required;  
relieve regular delivery drivers occasionally or in an emergency as required;  
deliver, set up and prepare audiovisual equipment for operation;  
retrieve and store equipment after use;  
troubleshoot and/or perform minor maintenance and repair to audiovisual or related equipment as needed;  
move, assemble and disassemble office furniture as needed;  
maintain warehouse in a clean and orderly fashion;

**Non Essential Functions:**

perform related duties as required.

Minimum Qualifications: Knowledge of: principles procedures, methods and practices used in modern automated warehouses, including receipt, storage, inventory control and disbursement of supplies and equipment; computerized inventory control systems; safe work practices and procedures.

Ability to: follow oral and written instructions; quickly learn to operate forklift, pallet truck, shredder, vans, heavy trucks, mailing machinery and other related equipment; quickly learn the setup, operation and maintenance of audiovisual equipment; read and compare names and numbers quickly and accurately; operate a computer and learn to use specialized software, such as Ascent, for the Pitney Bowles Processor; maintain mailing permits for bulk and business reply mail; maintain mail accounts, destination log and file, and other records and files; work safely according to established practices and procedures; establish and maintain effective and cooperative working relationships with co-workers, other departments, outside agencies and the general public; perform simple arithmetic computations; type forms, cards and labels; post numbers to records, CRT's and files.

Working Conditions and Warehouse environment.  
Physical Abilities:

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 equipment.

Experience and Education: Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and at least one year of related experience in a stock room or warehouse.

Licenses: Must have a valid California Driver's License when appointed to the position.

Established: 8/85

Revised: 2/92, 5/95, 4/99, 2/03, 9/09

Approved by the Personnel Commission: 03/04/2003