WAREHOUSE/ DELIVERY DRIVER

Purpose Statement
The job of Warehouse/ Delivery Driver was established for the purpose/s of providing support to the warehousing operations with specific responsibilities of transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

Essential Functions

• Assists in receiving stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.

• Cleans warehouse for the purpose of maintaining a safe and sanitary work area.

• Delivers a variety of items to Lompoc Unified School district recipients (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, monies, textbooks, printshop items, etc.) for the purpose of distributing items from internal or external sources over scheduled and/or unscheduled routes to assigned locations and/or individuals.

• Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.

• Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.

• Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.

• Maintains records (e.g. delivery log, etc.) for the purpose of documenting activities and providing reliable resource information.

• Participates in physical inventories for the purpose of verifying stock and identifying losses.

• Performs all functions within the scope of the warehouse for the purpose of providing warehousing operations.

• Prepares orders by pulling from stock for the purpose of meeting delivery requirements.

• Transports a variety of items (e.g. records/files, supplies, equipment, materials, bank deposits, mail, checks, etc.) for the purpose of receiving and/or delivering materials on both scheduled and unscheduled pickup and delivery routes.

Other Functions

• Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; working in inclement weather; and physical stamina.
Responsibility
Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job’s functions. 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; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience
Job related experience is required.

Education
High School diploma or equivalent.

Equivalency
None Specified

Required Testing
Pre-employment Proficiency Test

Certificates & Licenses
Valid Driver’s License & Evidence of Insurability
Forklift certificate

Continuing Educ. / Training
None Specified

Clearances
TB Clearance
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date
11/19/2009

Salary Grade
Clas 31

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