

LOMPOC UNIFIED SCHOOL DISTRICT

DELIVERY DRIVER

PURPOSE STATEMENT:

Under the direction of Manager of Purchasing and Stores, provide support to the warehousing operations with specific responsibilities of transporting orders over designated routes; ensure safe operation of vehicles; load and unload vehicles as required.

ESSENTIAL FUNCTIONS:

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies and equipment; ensure and equipment are delivered in a timely manner.

Drive a vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies; submit claim forms for damaged or lost items.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems.

Shelve and store items received in the appropriate section of the warehouse; operate a variety of warehouse equipment including forklifts, pallet jacks and dollies.

Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.

Assist in receiving stock and nonstock items; ensure specifications, quantity and quality of orders are correct; clean warehouse and maintain a safe and sanitary work area.

Deliver a variety of items to Lompoc Unified School district recipients including mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, monies, textbooks, printshop items; distribute items from internal or external sources over scheduled and unscheduled routes to assigned locations and individuals.

Maintain delivery vehicles including checking fluid levels, fueling and cleaning; ensure safe operation of vehicle; maintain records such as delivery log; document activities and providing reliable resource information; maintain inventories; verify stock and identify losses.

Perform all functions within the scope of the warehouse; prepare orders by pulling from stock; meet delivery requirements.

Transport a variety of items including records/files, supplies, equipment, materials, bank deposits, mail, checks; receive and deliver materials on both scheduled and unscheduled pickup and delivery routes; drive a vehicle to conduct work.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Proper loading and unloading of trucks.

Shipping and receiving procedures.
Operation of equipment used in the receipt, storage and shipping of supplies and equipment.
Proper methods of storing equipment, materials and supplies.
Operation of a computer and assigned software.
Basic record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Basic inventory techniques.
Health and safety regulations.
Traffic laws, defensive driving techniques and rules of the road.
Basic math.

ABILITY TO:

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
Drive a vehicle to various locations along assigned routes to deliver goods.
Operate a forklift and other warehouse equipment.
Utilize space efficiently and effectively.
Meet schedules and time lines.
Assist in maintaining inventory.
Maintain and prepare routine records and reports.
Operate a computer and assigned software.
Understand and follow oral and written instructions.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience receiving, storing and delivering supplies in a warehouse environment.

LICENSE AND OTHER REQUIREMENTS:

~~Pre-employment Proficiency Test.~~
Valid California Class C driver's license.
Forklift certificate.
TB Clearance.
Criminal Justice Fingerprint/Background Clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Walking.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor

Generally this job requires 40% sitting, 30% walking, and 30% standing..

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Traffic hazards.

FLSA Status: Non-Exempt

Approval Date: 11/19/2009

Personnel Commission First Reading: 6/18/18

Personnel Commission Approval: 8/16/18

Salary Range: Classified 31 (Reviewed 10/10/17)