

WAREHOUSE DELIVERY WORKER I

DEFINITION

Under immediate supervision, to drive a van, light truck or walk-in truck; to pick up and deliver District and U.S. mail and other supplies and materials; operate fork-lift, postage machine and other related warehouse equipment and hand tools; and to do related work as required.

EXAMPLES OF DUTIES

Drive a van, light truck, or walk-in truck in making deliveries to schools and offices; assist in filling requisitions; sort, pack and load mail, textbooks, media, supplies, and equipment; pick up cash deposits from schools and other sites; follow prescribed delivery and pick-up schedule; provide courier service within and outside the District; assist in shelving, arranging and labeling supplies; keep simple records; operate postage machine, fork-lift and other equipment.

QUALIFICATIONS

Knowledge of

District geography; standard loading and delivery procedures.

Ability to

Utilize computerized mailing system; possess a valid and appropriate California Driver's License; load, unload and carry objects and varying weights; safely operate a truck or van, fork-lift, postage machine, and other warehouse equipment; after appropriate training safely use machines, equipment, and tools related to job duties; establish and maintain cooperative working relationships.

Experience

One year of delivery or related experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with twisting, bending, stooping, and squatting. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License; State Operator's License for Lift Trucks.