

## WAREHOUSE/DELIVERY WORKER I

### **DEFINITION**

Under general supervision, performs a variety of activities related to the receiving, inspecting, processing, and storing of materials, supplies and equipment in the District warehouse; drives a delivery vehicle in the pick up and delivery of warehouse supplies and materials, and equipment; performs other related work as required and/or assigned.

### **ESSENTIAL DUTIES**

- loads a delivery vehicle with a variety of supplies, materials, and equipment
- drives a delivery vehicle to deliver and pickup materials and supplies at school sites and load and unload the delivery vehicle in specified locations
- wraps, packs, and prepares supplies, materials, and equipment for delivery
- assists in maintaining a variety of warehouse and delivery related records
- receives and processes delivery acknowledgment receipts
- operates a variety of warehouse equipment, including a forklift, pallet jack, and hand truck
- assists in conducting warehouse inventory reviews and in maintaining inventory control procedures
- reviews delivery vehicle service records and follows up with preventative maintenance and lubrication schedules

### **QUALIFICATIONS**

**Knowledge of:** Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, and equipment; simple record management procedures; vehicle service and maintenance requirements; safe working and vehicle operational practices.

**Ability to:** Effectively operate a delivery vehicle and participate in a receiving, storage and distribution operation; perform routine clerical tasks; perform moderately heavy manual tasks; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone and other communication devices
- must possess the manual dexterity to operate equipment and use hand tools, and work with various objects and materials
- may be exposed to hot, wet, humid, or windy conditions caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** Two years of experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

**5/2008**