

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mail and Delivery Services Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement & Distribution	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	038 AASD Supervisors'
REVISED:	September 18, 2002		

BASIC FUNCTION:

Plan, organize, and supervise the daily work of truck and van drivers and the mail services section involved in loading, processing, and distributing supplies, textbooks, furniture, equipment, U.S. mail, monies, confidential items, and data processing materials; assign drivers and routes and determine work assignment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, and supervise truck drivers in the proper loading and distribution of supplies, equipment, AV materials, textbooks, and furniture. **E**

Supervise district mail service and plan routing and scheduling of drivers for mail and money pick up and delivery. **E**

Establish routes and assign drivers. **E**

Act as liaison with schools and departments in solving delivery problems and with outside agencies and businesses as required. **E**

Train new drivers and relief drivers. **E**

Enforce safety and security regulations. **E**

Monitor assigned budget and approve expenditures. **E**

Coordinate maintenance and repair to minimize down-time of vehicles; maintain files of vehicle inspections; investigate vehicle accidents. **E**

Trace and identify lost or misplaced materials. **E**

May occasionally drive regularly scheduled or unscheduled routes.

May load and unload trucks.

May operate a forklift in loading or unloading. **E**

Check transmittal papers against material received or delivered, check condition of trucks before starting daily runs and make minor or emergency repairs or adjustments when necessary. **E**

Maintain records of volume and distribution of mail. **E**

Coordinate outside service contracts with the U. S. postal authorities, maintain positive balance of district postal charge account and maintain records of postal equipment and charges for departments and school sites. **E**

Select, train, and evaluate the performance of assigned drivers and clerical staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation supplemental by courses in business and five years of recent, full-time equivalent, paid driving and distribution experience involving some lead or supervisory experience and operation of trucks or other commercial vehicles of at least one and one-half tons rated capacity. Experience in receiving, processing, and distributing mail and monies in a large organization is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a safe driving record for the last five years.

Possession of a valid California driver's license appropriate to equipment operated

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Current postal rules and regulations and pertinent district policy and procedures.

Efficient delivery routes for the distribution of district materials.

ABILITY TO:

Plan, organize, and supervise operations of district mail and delivery services.

Rapidly learn all district locations.

Operate trucks or other commercial vehicles.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Read, apply, and explain rules, regulations, policies, and procedures.

Train, supervise, and evaluate the work of assigned personnel.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting, driving a vehicle to conduct business

PHYSICAL REQUIREMENTS:

Strength and stamina sufficient to maintain a rigorous work schedule requiring driving, continuous heavy physical exertion, and frequent heavy lifting; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting heavy objects.

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