BASIC FUNCTION:

Perform manual and clerical warehousing duties to receive, store, and distribute books, supplies, materials, furniture, food items, and equipment; load, unload, and operate a commercial truck or van in the pickup, delivery, or transfer of books, supplies, materials, mail, monies, confidential items, data processing materials, furniture, equipment between schools, warehouses and other locations.

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

Perform manual and clerical warehousing duties to receive, store, and distribute books, supplies, materials, furniture, food items, and equipment. E

Load, unload, and operate a commercial truck or van in the pickup, delivery, or transfer of books, supplies, materials, mail, monies, confidential items, data processing materials, furniture, and equipment between schools, warehouses, and other locations. E

Unload and unpack materials and check transmittal forms against items received; use computers and other electronic technology including bar-coding in the receipt, inventory, and distribution of various types of material; and mark items for inventory control. E

Store books, supplies, furniture, equipment and other materials; fill requisitions by counting, measuring and packaging materials, load supplies and equipment for distribution to schools and central offices. E

Perform inventories, maintain orderliness of stockroom; operate gas or electric forklift, hydraulic pallet lifts, and power and hand tools. E

Drive regularly scheduled or unscheduled routes between schools, district facilities, and other sites to deliver instructional materials, supplies, mail, monies, confidential items, furniture, equipment, and other items; load and unload truck or delivery van and match transmittal forms with material received or delivered; obtain proof of delivery signatures as required. E

Check condition of delivery vehicle before use; monitor gauges and sensors while operating vehicle; report discrepancies, and initiate corrective action; submit reports of vehicle conditions, route time, mileage and fuel consumption as required; maintain cleanliness of vehicle; regularly fuel and provide minor maintenance. E
Practice defensive driving techniques; anticipate and immediately report possible entrapment and surveillance of route while operating vehicle; immediately report any accident, injury, or damage involving a district employee or vehicle; maintain effective working relationships with district staff and the public; monitor, operate, and respond to communications via two-way radio.

May assemble furniture, equipment and other items; may direct the work of assigned helpers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to one year of recent, full-time, paid, driving experience involving the operation of trucks or other commercial vehicles of at least one and one-half tons rated capacity and directly related to stockroom or warehouse experience.

LICENSING AND OTHER REQUIREMENTS:
Possession of a safe driving record for the last five years.
Incumbents in this job class may be required to obtain a Class B driver’s license.
Ability to be bonded.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Standard practices, specifications, and nomenclature of stock, materials, furniture, and equipment.
Oral and written communication skills.
Microcomputers and electronic package capture and tracking.
Reading and writing English communication skills.
Proper handling methods and procedures.
Traffic laws, vehicle code regulations pertaining to operation of commercial vehicles and safety practices.
Efficient and safe loading and unloading techniques.
Technical aspects of field of specialty.

ABILITY TO:
Operate commercial vehicles including 5-ton, 18-foot trucks, commercial vans, and related equipment.
Rapidly learn assigned routes and operation of equipment related to assigned duties.
Apply appropriate safety practices.
Operate standard office equipment including microcomputers and related software applications and electronic package capture and tracking devices.
Communicate effectively orally, in writing, and via two-way radio.
Communicate effectively and maintain cooperative relationships.
Meet schedules and time lines.
Maintain records and prepare reports; conduct inventories.
Compare transmittal papers to electronic purchase orders for product description, quantity, distribution, and make corrections as necessary.
WORKING CONDITIONS:

ENVIRONMENT: Warehouse setting, loading dock, driving a delivery vehicle in all weather conditions.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone and two-way radio; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other warehouse and office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to load and unload cargo, materials, supplies and other items; frequent lifting and moving of heavy objects.

Note: Employees possessing a California driver’s license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.

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