

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
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