

## Madera Unified School District Classified Job Description

### Delivery Person - Mail/Warehouse

#### Purpose Statement

The job of Delivery Person-Mail/Warehouse was established for the purpose/s of providing support to the educational process with specific responsibilities for delivering District items; transporting articles over designated routes; ensuring safe operation of vehicles; and loading and unloading items.

This job reports to Director of Purchasing.

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#### Essential Functions

- Assists warehouse personnel for the purpose of maintaining warehouse operations.
- Delivers a variety of items (e.g. District mail, stock, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Loads and unloads a variety of items, supplies and/or equipment for the purpose of providing requested items at designated sites.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains Delivery Manifest Log for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines.

#### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements:

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under minimal temperature variations.

**Minimum Qualifications**

Experience One year experience in operating a light truck, loading, transporting and unloading large boxes.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test  
Pre-employment Physical Exam

Continuing Educ./Training

Forklift Certificate  
**Class C CDL**

Certificates

Forklift Certificate (must obtain within 6 months of hire date)  
Class B **C CDL**

Clearances

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(D)

FLSA Status

Non Exempt

Approval Date

08/18/11

Salary Range