



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Warehouse Delivery Driver**
Job Family: **Warehouse/Purchasing**
Prepared/Revised Date: **August 18, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **WP12H**
Job Code: **61603**

SUMMARY: Responsible for the transport of equipment, supplies, and mail to schools and departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Load warehouse orders, including regular and confidential materials, mail, supplies, and other materials, onto delivery truck; drive the delivery truck to appropriate District locations and unload the ordered items for internal customers.	D	40%
2. Pick up and deliver tables, chairs, risers, and other miscellaneous equipment as ordered by the District sites.	D	20%
3. Safely load and unload materials using a forklift, dolly, electric and non-electric pallet jack, wagon, and cart.	D	10%
4. Perform pre- and post-trip inspections.	D	5%
5. Follow the prescribed route and schedule.	D	5%
6. Transfer media equipment and products by truck to appropriate location.	D	5%
7. Safely drive on school property with students present.	D	5%
8. Sort and distribute USPS mail, inter- and intra-District mail, and process bulk mailings.	D	3%
9. Attend work and arrive in a timely manner.	D	1%
10. Pick up discarded items, equipment, or materials at a school's request and deliver to appropriate location.	W	5%
11. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D.
- At least one year of experience in delivery services

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- Must pass pre-employment abilities test
- Commercial driver's license (CDL) required within one month after entering position
- Ability to pass Department of Transportation (DOT) prescribed physical
- CPR and First Aid certifications



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills with the ability to create sustainable relationships
- Ability to build the business culture and support a professional environment with collaborative cooperation
- Ability to work toward creating business efficiencies in support of department goals
- Ability to share knowledge with co-workers and customers
- Ability to build capacities and influence among co-workers and customers
- Ability to build and foster department credibility
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of forklift, pallet jack, and material handling techniques preferred at hire
- Ability to safely lift and carry 53 lbs and safely pull up to 88 lbs
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with a delivery truck (e.g., box truck/delivery vans 16-20 feet with air brakes and lift gates)
- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Outlook
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of forklift, stock picker, pallet jack, and other material handling equipment preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	WAREHOUSE DELIVERY DRIVER	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct	X			
Compute				
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	



NOISE LEVEL:	Exposure Level
Moderate	X
Loud	
Very Loud	