



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Delivery Services Worker**
 Job Family: **Maintenance**
 Prepared/Revised Date: **June 11, 2020**

FLSA Status: **Non-Exempt**
 Pay Range: **MT18H**
 Job Code: **61615**

SUMMARY: Responsible for performing warehouse duties including receiving, inspecting, sorting, picking, packing, labeling, storing, delivering orders for the district warehouse, and data entry for products received that are purchased on a purchase order. Maintain a clean and organized warehouse.

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	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. Process warehouse orders, returns, pull stock, pack, label, and stack by route.	D	25%
2. Accept delivery and coordinate shipment of packages for District sites with outside delivery services providers	D	20%
3. Perform data entry for shipments of products that was purchased on a District purchase order. Use District workorder system, pull, complete and close workorders	D	15%
4. Keep a clean, organized, and safe warehouse space.	D	8%
5. Attend work and arrive in a timely manner.	D	1%
6. Pick up mail from USPS. Deliver mail and packages to District locations.	W	10%
7. Perform preventative maintenance on forklift, electric pallet jacks and other warehouse equipment.	W	5%
8. Receive warehouse stock, inspect, label, and determine storage needs. Sort, load, and unload, and validate against purchase order.	M	10%
9. Assist other District departments with stored item on the racks	M	5%
10. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- One year of experience in warehouse and inventory control
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Forklift Operator License required
- Commercial driver's license (CDL) preferred
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills

2407 LaPorte Avenue, Fort Collins, CO 80521 • phone: (970) 490-3488

web: www.psdschools.org



- Ability to build the business culture and support a professional environment with collaborative cooperation
- Ability to actively work toward creating business efficiencies in support of department goals
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Knowledge of warehouse safety, warehousing, and material handling procedures
- Knowledge of forklift, pallet jacks, and other material handling equipment preferred at hire
- Ability to participate and work in a team environment
- Ability to pass Department of Transportation (DOT) prescribed physical
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- 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 personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of fork lifts and pallet jacks required
- Operating knowledge of stock picker preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- Required to carry and respond to cellphone during assigned shift

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	
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		X		
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	
Moderate	X
Loud	
Very Loud	