

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Delivery Driver I (W73) / II (W75)	Job Family: 5
Department: Instructional Support Services	Lane Placement: 3 / 4
Supervisor's Title: Consultant, Instructional Support Services	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>Janae D. Furkinson</i></u>	Date: <u>07/28/16</u>
ADA Review: <u><i>Janelle Masten</i></u>	Date: <u>12.5.16</u>
Human Resource Approval: <u><i>Burke</i></u>	Date: <u>7-28-16</u>
Superintendent Approval: <u><i>R. P. Moore</i></u>	Date: <u>1/5/17</u>
Original date: <u>01/93</u> Revised: <u>07/16</u>	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Instructional Support Services Consultant, the **Delivery Driver I/II** delivers District mail, media materials, films, AV equipment and printed materials to schools, the State Office of Education and other agencies.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Load van/truck in an organized manner to facilitate convenient unloading at scheduled stops. Deliver items to appropriate schools/buildings.
- Pick up and deliver mail, media materials and printed materials to all schools, other District departments, State Office of Education and other agencies.
- Sort mail, media materials, and printed materials and prepare deliveries for next day.
- Maintain security and confidentiality of sensitive materials; obtain certified signatures as needed. Receive incoming mail or freight.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Operate equipment in a safe manner to ensure safety of self and co-workers and avoid damage to products or to buildings.
- Inspect delivery van/trucks daily to ensure proper fluid levels, gauges, tire pressure and damage or wear. Reports any problems to maintenance. Ensure preventive maintenance occurs on vehicles. Clean assigned area in warehouse.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a minimum of one year job-related experience with demonstrated competence or an equivalent combination of education and experience
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Requires ability to drive van/truck safely where children are present, including backing vans to delivery doors using mirrors.
- Class B CDL with airbrake certification to operate box trucks preferred.
- Incumbent who obtains and maintains a valid Class B CDL with airbrake endorsement will be eligible to move to **Delivery Driver II**.
- Must be able to perform basic and regular maintenance on equipment (e.g., checking tires, oil, and other fluids, watching gauges for problems to be referred to supervisor).
- Must be able to deliver all items to proper locations and meet many delivery deadlines.
- Knowledge of all driving rules and safety procedures required by law.
- Requires strong reading and math skills and legible handwriting.
- Requires excellent interpersonal skills. Must be accurate in all aspects of work.
- Ability to organize loading of vans/trucks and choosing routes that are timely and safe.
- Ability to safely operate a variety of equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Requires ability to operate a delivery van and/or large truck, dolly and hand trucks.

Physical Requirements – Not limited to the following:

- Frequent driving up to 100 miles/day, walking over five miles/day and balancing on icy or uneven surfaces.
- Frequent repetitive lifting from floor to waste up to 35 pounds and carrying up to 30 pounds up to 400 meters.
- Occasional lifting from floor to waist of 50+ pounds and awkward lifting from floor to waste up to 35 pounds.
- Occasional gripping/pinching.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*