

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DELIVERY DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the Manager, Facility Services, drive a vehicle to pick up and deliver a variety of County Office materials and equipment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Drive a vehicle to pick up and deliver a variety of County Office materials and equipment such as books, mail, media, audio-visual devices, checks, reports, printing jobs and lists; follow designated routes as required; assure proper and timely collection and distribution of supplies and equipment.

Load, unload, collect and distribute materials and equipment; prepare, sort, pack and organize outgoing deliveries and collected materials; arrange materials in delivery bags as required; assure materials and equipment are secure during transportation.

Review and verify accuracy of deliveries; assure deliveries comply with site specifications; obtain signatures for deliveries as needed.

Move, arrange, prepare and set-up equipment as assigned by the position; check in materials as assigned.

Maintain various records and lists related to deliveries and assigned activities; prepare and process various forms as required; file materials as assigned.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of equipment such as hand trucks, carts and bar code readers.

Inspect delivery vehicle to assure proper operating condition; check and replenish air and fluid levels as appropriate; arrange for vehicle maintenance and repairs as needed.

Assist in the development of delivery routes and schedules as directed.

Maintain vehicle and assigned work areas in a safe, clean and orderly condition.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**January 18, 2006**

**San Mateo County Office of Education**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices and procedures used in the pick-up and delivery of materials and equipment.  
Traffic laws, defensive driving techniques and rules of the road.  
Proper loading and unloading of trucks.  
Operation of a truck, hand truck and other warehouse equipment.  
Proper methods of storing materials and supplies.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Health and safety regulations.  
Record-keeping techniques.

**ABILITY TO:**

Drive a vehicle to pick up and deliver a variety of County Office materials and equipment.  
Assure proper and timely collection and distribution of supplies and equipment.  
Load, unload, collect and distribute materials and equipment.  
Prepare, sort, pack, organize and verify accuracy of outgoing deliveries and collected materials.  
Observe health and safety regulations.  
Understand and follow oral and written instructions.  
Meet schedules and time lines.  
Observe legal and defensive driving practices.  
Maintain routine records related to work performed.  
Work independently with little direction.  
Learn designated routes and pick up and delivery locations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year warehouse, delivery or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position.  
Reaching overhead, above the shoulders and horizontally.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling and crouching.  
Seeing to read a variety of documents.  
Walking.

**HAZARDS:**  
Traffic hazards.