



JOB TITLE: DELIVERY DRIVER

Classification: Classified
Salary Range: 20

Retirement Type: PERS/STRS*
Revised/Board Approved: October 18, 2004

BASIC FUNCTION:

Under the direction of an assigned supervisor, drive a school vehicle to pick up and deliver people, equipment, supplies and other items; service and make minor adjustments and repairs to automotive equipment.

REPRESENTATIVE DUTIES:

Operate truck to haul trash and rubbish to dump.

Operate District vehicles to drive visitors to and from airport and other locations.

Pick up correspondence, records, payroll checks, films, supplies, small parcels or equipment requiring immediate delivery and make on and off campus deliveries and directed.

Receive oral and written requests for pick-ups and deliveries; maintain routine logs.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience driving a private or commercial delivery vehicle.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Safe operations of motor vehicles.

Traffic and safety laws.

Proper methods of lifting and carrying heavy objects.

Abilities/Skills:

Drive a motor vehicle in a safe manner.

Understand and follow oral and written directions.

Work cooperatively with others.

Meet schedules and time lines.

Lift heavy objects.

Maintain routine logs.

Licenses or Other Requirements:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

Driving in traffic.

Sitting for long periods.

Outdoor work environment.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.