DELIVERY DRIVER

General Purpose:
A Delivery Driver is responsible to the County Superintendent of Schools and works under the direct supervision of the designated manager(s). The Delivery Driver is responsible for the daily distribution of mail, school meals, and delivery to schools and administrative offices in Placer County and Placer County programs.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Drives a light truck or van to make appropriate deliveries.
- Follows specified instructions, procedures, and standards for the efficient and safe operation of vehicles.
- Picks up and delivers mail to and from school and administrative sites and the U.S. Post Office in accordance with established schedule; sorts mail and places in appropriate pickup/delivery areas, and maintains related files and records; prepares outgoing shipments; applies appropriate postage to outgoing mail.
- Picks up and delivers school meals for designated schools.
- Receives and distributes incoming U.S. and school districts' mail, following U.S. Postal Services rules and regulations.
- Prepares and processes all outgoing mail.
- Utilizes school directories to forward mail as needed.
- Deposits checks and cash.
- Packages materials for delivery.
- Obtains receipts, signatures or payments for deliveries.
- Receives, assembles, delivers specialized equipment, warehouse supplies, paper, etc.
- Assists Maintenance, Operations and Transportation (MOT) staff with moves, Placer County Office of Education (PCOE) events, landscaping and other MOT activities as necessary.
- Performs archived records research and delivery to appropriate requesting departments.
- Assists Lead Custodian as necessary.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- High school diploma or equivalent.

Experience:
- Minimum of one year of experience that is directly related to the functions and responsibilities of a delivery driver.
Knowledge, Skills and Abilities:

- Knowledge of safe driving practices.
- Knowledge and skills in the operation of vans or equivalent.
- Knowledge of Placer County areas and local schools.
- Ability to interpret and apply U.S. Postal Service rules and regulations.
- Ability to follow routine verbal and written instructions.
- Ability to communicate effectively.
- Ability to maintain records.
- Ability to perform basic math (add, subtract, multiply, and divide).
- Ability to operate office equipment, including computer terminals, telephones, calculators, and fax machines.
- Ability to prioritize work.
- Ability to maintain cooperative working relationships with all persons contacted during the course of work.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling and facility to stand and walk for extended periods.
- Manual dexterity to operate a telephone and enter data into a computer and operate power and motorized equipment.
- Facility to appropriately lift and move objects up to 50 lbs.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
• When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
• When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 22.5

Reviewed and Approved:

Supervisor: _____________________________  Date: ______________________
Human Resources: ________________________  Date: _______________________
