

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	LEAD DELIVERY SPECIALIST	2.7.9
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of duties associated with delivery of interschool/departmental mail, materials stocked in the District warehouse, and materials received through central receiving department to all District schools/departments and other government agencies, providing technical assistance to and coordinating the work of other employees so that staff and students receive materials and resources necessary to have schools/programs operate effectively and efficiently.

SUPERVISION RECEIVED AND EXERCISED

Receives directions from an assigned administrator. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. May exercise functional supervision over assigned personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Responsible for delivery of all interschool/departmental mail, warehouse stock ordered by schools/departments, and materials shipped through central receiving to all Salem-Keizer public schools, departments and other governmental agencies.

Maintaining a delivery record of all items delivered and reports any shortages, damages, or other discrepancies.

Coordinating loading and unloading District vehicles to assure safe and timely delivery of materials to their destinations.

Maintaining delivery schedules and conferring with supervisor concerning deviations in delivery system.

Maintaining service records of assigned vehicles assuring timely maintenance and safety checks of all vehicles.

Picking up small shipments from local vendors for delivery within the District, as required.

Coordinating delivery schedules and work of other assigned employees.

Providing input on the evaluations and supervision of drivers.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Safe driving practices and traffic laws.

Applicable safety practices, rules, and procedures.

Safe material handling practices.

Greater Salem-Keizer School District area.

Office procedures and practices including use of computer hardware and software.

Principles and practices of work organization, simplification and scheduling.

Ability to:

Perform manual labor and heavy lifting.

Follow oral and written instructions. Communicate both orally and in writing.

Maintain cooperative relations with other employees and the general public.

Maintain records and make reports as required.

Drive a fork lift, operate power equipment and drive a delivery truck.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of delivery and distribution work experience with at least one year experience as a lead worker; and/or any combination of training and experience which provides the required knowledge, skills, and abilities.

Training:

Equivalent to completion of the twelfth grade. Community College-level business courses also helpful.

Special Requirements

Possession of or the ability to obtain a valid Oregon driver's license and Oregon commercial driver's license.

Work Environment

Limited climate controlled office and warehouse settings with temperatures ranging from mild to moderate cold/ heat. Also includes travel to make deliveries to customers in varying climatic conditions which may include heavy rain and moderate snow. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent walking reaching, handling, dexterity of hands and fingers to operate equipment, talking and hearing. Frequent entering and exiting of trucks with product. Mobility to work in a typical office setting and use office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Must be able to lift up to 80 pounds, operate lift pallet and other power equipment. Frequent stooping, twisting, bending, standing for 80% of the day.

Salem-Keizer School District is an equal opportunity employer.

Position: Lead Delivery Specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____