



Job Title: **District Driver - Mail**

Department: **Warehouse**

Supervisor: **Director, Manager or Coordinator**

Lane Placement: **ESP Lane 4**

Schedule: **Varies Upon Position** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the director, manager or coordinator, the District Driver assists the department and staff in daily department functions and pickup/deliveries to various locations.

ESSENTIAL FUNCTIONS

- Pick Up/Delivers needed items to school/district locations by truck/van.
- Maintains accurate delivery and vehicle mileage logs as appropriate.
- Performs daily pre-trip inspection and monitors periodic preventive maintenance on trucks, (proper fluid levels, tire pressure and damage or wear) equipment and facilities. Reports any problems to the proper department.
- Loads truck in an organized manner to facilitate convenient unloading at scheduled stops.
- Works with employees at various levels to resolve issues and concerns.
- Insures all pickups/deliveries are made in a timely and efficient manner.
- Operates vehicle in a professional and courteous manner.
- Performs all duties in a professional manner.
- Reports any problems to supervisor.
- Must possess communication and social skills needed to be a team member and deal effectively with other departments, school personnel, delivery drivers and vendors.
- Predictable and reliable attendance.
- Picks up ingoing and outgoing interoffice mail, small packages and small equipment from various School and District Offices.
- Requires the ability to organize and distribute mail timely to proper designations.
- Helps prepare outgoing U.S. mail as time permits and as needed.
- Signs and dates appropriate paperwork.
- Checks for damaged products.
- Requires Hazardous material training certified.
- Cleans assigned areas.
- Receives incoming freight by purchase orders. Checks and counts freight to match purchase orders.
- Checks paperwork to ensure products received match purchase orders and invoices.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

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 employee assigned to this position.
- 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 machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a 1-3 years job-related work experience.
- Requires references demonstrating competence, physical stamina, and dependability, integrity, and safety conscious work habits.
- Must demonstrate competence in reading, writing and math.
- Requires knowledge of area and addresses to expedite deliveries.
- Must be able to deliver all items to proper locations and meet many delivery deadlines.
- Must have knowledge of all driving rules and safety procedures required by law.
- Requires excellent interpersonal skills.
- Must be conscious of accuracy in all aspects of work.
- Ability to safely operate a variety of warehouse equipment.

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.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Job requires physical labor (loading and unloading heavy items).
- Makes deliveries in all kinds of weather.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of thirty (30) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, 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.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020