

DELIVERY DRIVER/UTILITY WORKER

DEFINITION:

Under general supervision, to pick up and deliver to schools and offices school furniture and equipment and other items; to repair small appliances, tools and equipment; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Drives a truck and trailer in the pick-up and delivery of furniture, equipment, confidential files and books between schools

District offices and other business sites both in and out of the local area.

Shrink wraps confidential files and delivers to designated sites for destruction.

Loads and unloads vehicle in the course of performing pick-up and delivery functions.

Performs and/or assists other District staff with internal furniture moves.

Performs daily vehicle safety inspection.

Repairs small appliances, including but not limited to vacuum cleaners and other custodial tools and equipment.

Orders parts and supplies, as needed to perform repairs.

Performs simple welding and uses cutting torch where necessary.

Operates forklift and tractor with scoop.

QUALIFICATIONS:

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Vehicle operation and routine maintenance;

Methods, tools, and practices of small mechanical appliance repair;

Welding methods and the safe operation of the tools and equipment used in welding.

Ability to:

Perform heavy physical labor including but not limited to the ability to lift up to 100 lbs. with proper tools and equipment;

Perform minor mechanical repairs to small appliances and equipment;

Read road maps and locate out of area destinations;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Safely operate a forklift, tractor with scoop and light truck and trailer;

Safely operate welder and cutting torch;

Read and speak English at a level sufficient to successfully perform the duties associated with the position;

Follow oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school. Additional qualifying experience may be substituted for the required education on a year for year basis up to a maximum of four years.

Experience: Two years of experience driving a light truck with trailer which involved the performance of heavy physical labor.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 67

N: 12/68R: 03/80

R: 11/85

R: 11/91

R: 10/98