

INSTRUCTIONAL MATERIALS DELIVERY-TECHNICIAN

DEFINITION:

Under general supervision, to drive truck in making deliveries of instructional materials to District schools; to design, develop, and build wooden cases for audio-visual materials; and to perform other job-related duties as required.

EXAMPLES OF DUTIES:

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

Loads prepared orders on truck, drives truck in making daily deliveries involving instructional materials, including audio-visual equipment and materials, supplementary materials, and books as ordered by teachers.

Picks up materials after use at schools, for return to the IMC.

Designs, develops, and builds wooden bookcases and shelves, racks for storing charts and filmstrips, and cases for carrying models and audio-visual materials.

Plans items to be constructed, selects lumber and hardware, cuts and assembles, and paints or varnishes.

Makes minor repairs to audio-visual equipment, such as replacing lamps, lubricating, cleaning and tightening.

Receives, helps unload, reconciles, and processes stocks by grade and subject area, and delivers State textbooks.

Performs minor maintenance of building facilities and equipment.

Serves as custodian in keeping the IMC facilities clean.

QUALIFICATIONS:

Knowledge of:

Vehicle operation and routine maintenance;

Basic carpentry involved in construction of bookcases and carrying cases for audio-visual models.

Ability to:

Perform moderately heavy manual labor;

Perform basic carpentry duties;

Operate a delivery truck safely;

Follow oral and written directions;

Work cooperatively with others;

keep records connected with the above duties.

Education: Equivalent to completion of high school.

Experience: One year of related experience.

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

Salary Range: 66

N: 12/68, R: 03/80, R: 11/85, R: 11/91