

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WAREHOUSE PERSON / DELIVERY DRIVER

BASIC FUNCTION:

Under the Supervisor – Warehousing Services, the Warehouse Person / Delivery Driver, participates in the distribution, storage and receipt of materials, supplies, and equipment; this job class performs a variety of manual activities and specialized functions and exercises responsibility for the performance of the more routine functions of the warehouse; employees in this classification receive direct supervision.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Delivers warehouse supplies, equipment and furniture to work/school sites throughout the County in a timely manner; moves and places furniture and equipment as required; loads and unloads trucks; obtains signatures for receipt of items as required.

Picks up and delivers materials and equipment on a routine basis and as requested; delivers and picks up mail, documents, and correspondence.

Inspects vehicles and other mechanical equipment to insure safe operating condition; services vehicles with gas, oil and other fluids; assists in maintaining the warehouse and its equipment in a clean, safe and orderly condition.

Operates delivery vehicles, forklift, and other warehouse tools and equipment; operates desktop computer mainly for package tracking system functions.

Maintains good public relations with customers.

May assist in receiving, unpacking, and storing incoming supplies and equipment.

May assist in checking for conformity to purchase orders/invoices/packing slips and any possible damages; reports discrepancies; may assist in assembling orders, checking for completeness and conformity to supplies and materials requested.

May assist in obtaining stock from shelves to fill orders and requisitions; routes to appropriate destination as required.

May assist in maintaining routine records and reports related to warehouse stock, equipment, and inventory; may assist in annual inventory to maintain an accurate record of stock on hand.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern principles, techniques, and practices, and equipment of a warehouse and delivery operation.
Principles of preventative maintenance of vehicles
Proper methods and techniques for delivering, receiving and storing supplies, equipment, foodstuffs, and other materials
Safety rules and precautions used in warehousing, lifting, and carrying
Safe driving practices and traffic laws
Operations, procedures, policies, and protocols of the assigned work unit or program.
Inventory techniques and methods.
Operation of a desktop computer, office and specialized software used in warehouse operations.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and filing techniques.
Methods of collecting and organizing data and information.
Basic math and statistics.

ABILITY TO:

Safely operate a variety of warehouse tools and equipment including delivery trucks and vehicles, hand truck, forklifts, pallet jacks, and furniture dollies.
Meet the physical requirements necessary to successfully perform the required duties.
Type or input data at an acceptable rate of speed.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Understand and carry out a variety of oral and written instructions.
Perform mathematical calculations accurately.
Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties.
Communicate effectively and tactfully in both oral and written form.
Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, and one year of experience performing stock or delivery work in a warehouse or stockroom environment using delivery trucks and vehicles, fork lifts and pallet jacks. Experience in a large-scale warehouse or and inventory management operation is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
A safe driving record which meets the County Office of Education’s insurance requirements.
A forklift certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors, and outside weather conditions.
Driving a vehicle to conduct work.
May be exposed to variances in temperature, wet or humid conditions; moving mechanical parts, or airborne particles, toxic, or caustic chemicals.

PHYSICAL DEMANDS:

Lifting, carrying, and pushing objects up to 100 pounds.
Dexterity of hands and fingers to operate a fork lift.
Seeing to read packing slips, labels and mailing addresses.
Reaching overhead and horizontally to shelve and retrieve items in high places.
Standing for extended periods of time.
Bending at the waist.

Personnel Commission Approval: 08/27/84; Revised: 06/25/85; 01/86; 01/91; 02/98; 05/22/03 (Added Restricted Class); 01/27/05; 01/11/12; Revised: 01/16/2013 (Restricted Class Removed); Revised Approval: January 11, 2017



Kristin Olson
Director-Classified Personnel Services

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