



Job Title: **District Driver**

Department: **Purchasing/Warehouse/Transportation**

Supervisor: **Director, Manager or Coordinator**

Lane Placement: **ESP Lane 5**

Schedule: **8 hrs. / 242 days** Evaluation Group: **JCES 13**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Each Driver shall be cross-trained in all tasks to include truck driving, operating equipment, order picking, checking and packing, routine preventive maintenance of equipment and facilities, and compliance with warehouse standard operating procedures and general district policies. Individuals with current class B or higher Commercial Driver's License (CDL) will be considered for the Driver position first.

ESSENTIAL FUNCTIONS

- Pick Up/Delivers needed items to school/district locations by truck/van.
- Picks orders using both computer generated pick list and emergency requisitions.
- 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.

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.

Fuel/Part Delivery (Transportation)

- Delivers parts and fuel as needed to District locations for Driver Education vehicles, custodial mowers/blowers and school back-up generators.
- Checks for conditions and part numbers to aid in proper deliveries and inventory control.
- Receives parts from inventory and non-inventory, into warehouse ensuring amounts, quantity and prices are correct. Matches invoices to purchase orders.
- Stocks shelves.
- Cleans and stock warehouse in assigned areas.
- Processes proper paper work.
- Cleans and maintains warehouse vehicles and equipment.

- Secures warehouse at the end of the day.
- Requires a valid CDL (Commercial Driver License) with hazardous material and school bus endorsement.

Purchasing/Warehouse

- Ability to operate narrow aisle upright forklifts, hand pallet or electric jacks. Loads trucks for delivery of commodity supplies, surplus material, and furniture to and from schools and other district buildings.
- Participates in the annual warehouse inventory. Performs other warehouse tasks not related to receiving as assigned. Assists other departments as needed.
- Checks for damaged products and rodent control per inspection requirements of Agriculture Department.
- Incumbent must acquire a class B Commercial Driver's License (CDL), with Air Break endorsement, and maintain an up to date DOT medical card.
- Must have mathematical and clerical skills to load delivery trucks according to delivery routes, fill orders by following a pick list matching stock numbers with proper units of issue and item specifications, and compare items that have been pulled to ensure accuracy. Must pack, organize and label an order preparing it for shipment. Completes various district information and inventory control forms.

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.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Prefers 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.
- Incumbent must be fingerprinted and clear a criminal background check.

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:*

- Requires ability to lift a minimum of Seventy-Five (75) pounds.
- Job requires physical labor (loading and unloading heavy items)
- Makes deliveries in all kinds of weather.

Fuel/Part Delivery (Transportation)

- Must pass a physical examine (FICDL).
- Requires ability to lift a minimum of 100 pounds.
- Some exposure to fumes, dirt, dust, grease, cold and heat.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) 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: 6/8/2020