

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Delivery Driver**

**Purpose Statement**

The job of Delivery Driver is done for the purpose(s) of providing support to the movement and storage of district supplies, materials, and equipment with specific responsibilities for delivery of mail, supplies, and equipment between sites; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Manager - Maintenance & Operations

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**Essential Functions**

- Assists department personnel for the purpose of maintaining department operations.
- Delivers student body funds to bank deposit drop for the purpose of ensuring that funds are secure and properly deposited.
- Delivers a variety of items (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Loads and unloads a variety of items, supplies and/or equipment for the purpose of providing requested items at designated sites.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle.
- Responds to inquiries of staff for the purpose of providing requested information.
- Participates in training and professional development to maintain and improve skills related to job functions and necessary certifications for the purpose of maintaining relevant skills.
- Uses equipment commonly used for the loading, unloading, and transportation of materials and supplies (e.g. truck, forklift, pallet jack, etc.) for the purpose of efficiently performing delivery services.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including pertinent software applications; operating relevant machines and vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined

processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and ability to read, write and communicate clearly in English

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance  
TB Screen

FLSA Status

Approval Date

Salary Range

Non Exempt

June 11, 2019

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