

DELIVERY DRIVER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the responsibility for the safe and efficient loading, delivery and unloading of a variety of supplies, mail, messages and equipment by means of an automobile, van or small truck. The driver transports between departments and buildings and goes within the community to pick up and deliver supplies and equipment. When not performing delivery duties, this position is responsible for performing routine stock keeping tasks and assisting in the operation of the College parts and supplies stockroom. The work is performed under general supervision with specific instructions given for new or different assignments. Supervision of the work of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a delivery truck, van, car and forklift for delivery services;
2. Loads, unloads and delivers supplies, packages, envelopes, food and equipment to various on-campus and off-campus sites;
3. Moves furniture and a variety of heavy and bulky items;
4. Transports equipment to various locations and may help in set up;
5. Delivers housekeeping and paper supplies to janitorial closets and various departments;
6. Receives supplies, puts into stock and keeps track of inventory using the inventory control software;
7. Pulls housekeeping stock and supplies for deliveries per request forms and enters information into the inventory control software;
8. Receives packages and mail and processes them for delivery; delivers to post office;
9. Assists in physical inventory of supplies and assets and adjusts inventory software records accordingly;
10. Participates in keeping the warehouse and other storage areas in good order;
11. Participates in ice and snow removal;
12. Maintains basic maintenance of warehouse vehicles (gas, oil, coolant, tire pressure, etc.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the locations of regular pick-up and delivery sites and of the general procedures used; ability to safely operate a motor vehicle under all road conditions; ability to follow oral and written instructions; ability to lift and move heavy and bulky objects and to carry items up to 50 pounds; ability to learn the operation and use of a microcomputer system; ability to write legibly; ability to keep simple records; ability to work with others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of experience in the maintenance of inventory and inventory records in a warehouse or an automotive parts and supplies outlet.

SPECIAL REQUIREMENT:

1. Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.
2. Candidates must be able to lift and carry 50 pounds.

SV5403

ADOPTED: 08/26/75

REVISED: 06/02/86 07/01/91 08/14/09