Long Beach Community College District

CLASSIFICATION
Warehouse Delivery Driver

FLSA Status: Nonexempt
EEOC Job Category: Laborers
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, picks up and delivers warehouse furniture, equipment, supplies, parts, boxes and other materials; loads and unloads delivery trucks; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Warehouse Delivery Drivers are responsible for sorting, picking up and delivering furniture, equipment, supplies, parts, boxes and general warehouse items between District sites and the District’s warehouse. Incumbents are required to load and unload delivery trucks requiring heavy lifting and proper use of lifting techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Delivers and picks up assigned items to and from District schools and sites, including materials, equipment, parts, supplies, furniture, boxes and other items; picks up and delivers items for donation; picks up and delivers hazardous materials following proper safety precautions; delivery and operates a delivery vehicle; follows routes and schedules, as directed; cleans equipment and furniture as necessary.

2. Loads, unloads and unpacks materials, equipment and supplies from delivery trucks; operates a forklift, pallet jack and other warehouse equipment to store furniture, supplies and equipment and stock shelves; pulls furniture, equipment and materials to fill delivery orders; participates in moving departments and buildings as necessary.

3. Maintains records of deliveries from central warehouse which require signatures; completes and maintains necessary forms for warehouse orders; makes entries on delivery slips.

4. Performs weekly inspections of delivery vehicle and notifies supervisor of any problems; performs preventative maintenance and maintains vehicle cleanliness; maintains vehicle mileage and maintenance records; conducts monthly inspections for reserve vehicles.

OTHER DUTIES
1. Assists with monthly warehouse inventories.
QUALIFICATIONS

Knowledge of:
1. Techniques and methods for establishing and maintaining delivery routes and schedules.
2. Traffic and safety laws and safe driving techniques.
3. Operation of light and/or medium duty delivery trucks.
4. Proper lifting techniques and methods.
5. Proper operation of forklifts, hand trucks, dollies and other equipment.

Ability to:
1. Understand and follow oral and written instructions.
2. Perform heavy physical labor.
3. Follow rules, regulations, policies and procedures.
4. Read and understand maps and delivery directions.
5. Observe legal and defensive driving practices.
6. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D. equivalent; and at least one year of responsible delivery experience involving the use of a light and/or medium delivery vehicle; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California Class C driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

Verifiable Forklift Certificate of completion from OSHA-approved training center.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or
An employee is required to lift, carry, push and/or pull objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret maps, driving directions and other documents; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District management, staff and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a warehouse and driving a delivery truck, and the noise level can be loud. An employee works near moving equipment and moving mechanical parts.