

Position: Delivery Driver/Warehouse	Position Number:
Department: Maintenance	FSLA: Non-exempt
Reports to: Director, Maintenance and Operations	Salary Grade: 112

Summary

As directed, deliver mail, equipment, and other supplies to various locations. Works with Warehouse/Mailroom clerk to perform a variety of work in the operation and maintenance of a central warehouse, including inventory replenishment and control.

Essential Duties and Responsibilities

- Establishes schedules and methods for providing optimum service to departments. In conjunction with the Warehouse/Mailroom Clerk develops receiving, shipment, and storage policies and procedures.
- Works with the Warehouse/Mailroom clerk to inspect shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.
- Works with the Warehouse/Mailroom Clerk to provide storekeeping of goods, materials, supplies and equipment. Participates in the annual warehouse inventory. Observes and enforces fire prevention and related safety rules and standards.
- Plans, schedules and performs routine and special deliveries of supplies, materials, equipment and mail.
- Confers with other staff as needed to determine storage space requirements and optimum stock quantities.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Works with the Mailroom/Warehouse Clerk to prepare various reports on warehouse operations and activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of the principles and practices of the operations, services and activities of centralized warehousing. Requires a working knowledge of the materials, equipment and supplies used in College operations. Requires a thorough understanding of warehouse record keeping techniques including appropriate computerized inventory programs. Requires sufficient writing skills to perform basic report writing and record keeping. Requires sufficient math skills to perform counts.

Requires sufficient human relations skill to work cooperatively with College staff and outside vendors.

- **Abilities**

Requires the ability to schedule work activities of the warehouse in a manner conducive to optimum service. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to plan, prioritize and perform work in order to meet yearly schedules and timelines. Must be able to write and maintain records according to College standards. Must be able to write basic reports and document transactions. Requires the ability to coordinate and perform physical inventory counts.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a sustained basis. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires sufficient hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires the ability to operate a hand truck and commercial forklift.

- **Education and Experience**

High School diploma or equivalent required. Minimum of 2 years of progressively responsible experience performing a variety of warehouse related duties including but not limited to order fulfillment, inventory control and analysis, order entry, and inventory accounting/identification.

- **Licenses and Certificates**

Valid drivers license and forklift operators certificate (within 6 months of hire).