

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: WAREHOUSE DELIVERY DRIVER****BASIC FUNCTION:**

Under the direction of an administrator, drive a vehicle to various District locations to pick up, deliver and distribute mail, supplies, equipment, textbooks, media, materials, and other Warehouse items; load, unload, issue and assist in receiving, inspecting and storing warehouse stock.

ESSENTIAL DUTIES:

- Loads a delivery vehicle with a variety of supplies, materials, equipment, and mail.
- Drives a delivery vehicle to deliver and pickup sites and loads and unloads the delivery vehicle in specified locations.
- Receives, processes, and stores warehouse supplies, materials, and equipment.
- Maintains a variety of warehouse and delivery related records and operates necessary office equipment.
- Receives and processes delivery acknowledgment receipts.
- Operates a variety of warehouse equipment including a forklift, pallet jack, and hand truck.
- Assists in conducting warehouse inventory reviews and in maintaining inventory control procedures.
- Fills Requisition orders.
- Maintain warehouse, delivery vehicle and other areas in a clean, orderly and safe condition.

OTHER DUTIES:

Other related duties as assigned.

KNOWLEDGE/ABILITIES:

Methods, practices and procedures used in warehouse operations and the pick-up and delivery of materials.

Traffic laws, defensive driving techniques and rules of the road.

Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation.

Safe working and vehicle operational practices.

Basic methods, practices and terminology used in warehouse operations.

Basic record management procedures.

Oral and written communication skills.

Proper lifting techniques.

Mathematic calculations.

Observe health and safety regulations.

Meet schedules and time lines.

Operate mechanized and manual warehousing equipment including a forklift.

Observe legal and defensive driving practices.

Work independently with little direction.

Maintain accurate records.

Learn designated routes and pick-up and delivery locations.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year of experience in driving light trucks.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's license, valid Forklift Certification. TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hear and speak to exchange information.

See to read a variety of materials.

Sit, stand or walk for extended periods of time.

Lift, carry, push and pull objects weighting up to 50 pounds and over 51 pounds with assistance.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel and crouch.

Climb ladders to access supplies.

Regular exposure to fumes, dust and odors.

Work around and with machinery having moving parts.

Traffic hazards.

Work at heights.