Cabrillo College

DELIVERY DRIVER I/II

DEFINITION

Under the general direction of the Director, Business Services, drives College vehicles to pick up and deliver mail, supplies, equipment, materials and other items; loads truck with small and large boxes and pieces of equipment; assists in warehouse and mail processing activities; and may support other College delivery needs as required or assigned.

CLASS CHARACTERISTICS

This single position class supports both the District warehouse and the District mail services operations.

EXAMPLES OF DUTIES (Illustrative Only)

- Drives College vehicles to pick up and deliver mail, supplies, equipment, materials and other items of various size
- Develops, schedules and coordinates pickups and deliveries involving both mail and warehouse items
- Delivers a wide range of materials to sites, including Watsonville
- Picks up and delivers college mail at post office
- Assists in sorting of mail
- Delivers materials from duplicating services to various sites on campus
- Obtains proper signatures as required for items such as purchase orders and transfer of equipment and forwards documents as appropriate
- Assists in large-scale bulk mailings as directed
- Establishes and maintains records of work performed
- Prepares and maintains documents for delivery and pick-up of equipment for repair to vendors
- Operates a variety of warehouse equipment including forklift, pallet jack and hand truck
- Assists in other warehouse activities as required
- Assists in stocking, shelving and storing warehouse supplies, materials and equipment
- Fills stock requests
- Pack and deliver hazardous materials to various college locations
- Assists in the receiving of items in the warehouse
- Loads and unloads materials
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Safe lifting techniques
- Motor vehicle safe operations
- Laws, rules and regulations related to assigned activities
- Basic math
QUALIFICATIONS (continued)

Skill in and ability to:

- Safely drive College vehicles to pick up and deliver mail, supplies, equipment, materials and other items and assist in warehouse and mail activities as required
- Maintain routine records
- Understand and follow oral and written directions
- Meet schedules and timelines
- Observe legal and defensive driving practices
- Learn shipping and receiving procedures
- Operate assigned equipment, such as forklift, pallet jack and handtruck, safely and efficiently
- Establish and maintain effective working relationships with those contacted in the course of the work

Other requirements:

- Must possess at time of hire, and maintain a valid California Class C driver's license and a safe driving record
- Must work outdoors in a variety of weather conditions
- Must possess dexterity, stamina and physical strength to load and unload materials of various bulk and weight, including lifting materials and supplies weighing up to 70 pounds, and move heavier materials using handling equipment
- Must possess physical ability to stand for extended periods of time, bend, kneel and crouch, reach overhead, above the shoulders and horizontally, work on ladders and scaffolding
- Must be willing to work days, and occasional evenings and weekends at on and off campus locations as the job requires

Education and experience:

A typical way of gaining the knowledge, skills and abilities outlined above is:

Delivery Driver I: Equivalent to graduation from high school and one-year experience in delivery work.

Delivery Driver II: In addition to the above, 12 months experience as a Delivery Driver I at Cabrillo College.

Revised: September 8, 1997