



DISTRIBUTION DRIVER

GENERAL RESPONSIBILITIES

The position is responsible for the proper planning and utilization of time and skills needed to effectively distribute and relocate heavy equipment, materials, supplies and mail throughout the school division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive and complete assigned work orders through the use of an iPad.
- Deliver, pick-up, and document a large variety of furniture and heavy equipment: file servers, commercial food service equipment, custodial machinery, water heaters and other equipment.
- Relocate textbooks, instructional materials and supplies throughout the school division.
- Assist school staff in receiving, verifying and inventorying textbooks and instructional materials.
- Assist in warehousing, loading and unloading trucks, processing orders, verifying for accuracy and documenting deliveries of work completed.
- Support functions and special events division-wide by delivering tables, chairs, staging, musical instruments, art displays, and equipment to schools and outside venues in a safe and timely manner.
- Pick-up, sort, and deliver interdepartmental mail, U.S. Mail/Rocket Mail, student records, testing materials, and other materials; document deliveries and pick-ups of secure materials.
- Work closely with building administrators and staff when relocating schools and offices to new facilities while adhering to defined schedules.
- Work closely with other departments and offices, ex. Technology, School Plant, Food Services and Custodial Services to provide expertise in moving heavy equipment and materials when needed.
- Safely operate a variety of forklifts and material handling equipment.
- Operate large trucks and vehicles with an added emphasis on safety when on school grounds or in the presence of children.
- Operate large trucks during occasional interstate travel, maneuver in congested areas in the Tidewater area, and occasionally travels to and from the northern Virginia area.
- Work with the general public while picking up donations, working special events and assisting with auction materials.
- Perform daily safety check and documentation on vehicles and equipment used.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Must be trained and skilled in the principles and practices of operating commercial delivery trucks and material handling equipment and have an in-depth knowledge of traffic laws and regulations governing vehicle and forklift operation. Must be knowledgeable of the occupational hazards involved and the safety precautions necessary for the proper operation of equipment. Must have a thorough knowledge of school and facility locations and delivery processes. Must have the ability to understand and follow oral and written directions, (in person or electronically); utilize technical devices to organize and document work; establish and maintain effective working relationships with associates and staff. Must be available to work weekends and evenings as needed. Must be skilled in the operation of trucks, forklifts, and various material handling equipment as well as the ability to use computers, iPads, scanners and cell phones.



EDUCATION AND EXPERIENCE

Graduation from high school. Basic computer skills.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Ability to climb, bend, stoop, kneel, reach, walk and stand for long periods of time. Physical capability to effectively use and operate various items of warehouse and office equipment such as, but not limited to, forklifts, hand trucks, pallet jacks, box trucks, personal computer devices, calculators, copiers and fax machines. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May require strenuous physical work; heavy lifting, pushing or pulling required of objects over 100 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia Commercial Driver's License (CDL).
- Forklift certification. Defensive Driving Certificate.