



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 6049
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Delivery Driver/Warehouse Worker

GENERAL PURPOSE

Under general supervision, loads and drives an OCDE vehicle to pick up and deliver materials, supplies, equipment, print production orders, mail, meals, and other items to and from various OCDE sites; maintains records of work performed; participates in performing a variety of warehouse duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Delivery Driver/Warehouse Workers are responsible for the safe and timely pickup and delivery of materials, supplies, print orders, mail, meals, and other items to and from designated sites according to established schedules. Incumbents load, drive, and unload an OCDE vehicle, providing supply deliveries to various OCDE schools and offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Drive light- to medium-duty OCDE vehicles on established routes to various schools, facilities, offices, and other locations; load and unload delivery trucks; deliver items of various weights, including supplies, equipment, printed and other materials, mail, meals, and other items; ensure that meals are maintained at proper temperatures during delivery; and make bank and post office deliveries.
2. Identify, pull, and sort warehouse items for delivery; organize appropriate quantities of supplies and materials from warehouse stock quickly and accurately; and operate forklifts, pallet jacks, and hand dollies to load and unload deliveries at the warehouse and at assigned sites on route.
3. Receive/unload, check, store, and shelve incoming warehouse items according to established procedures; enter warehouse items received in automated inventory records.
4. When delivering meals and food items pull items to meet established counts; sort, label, consolidates, and package items by school site; load items into truck refrigerators and warmer units; at school sites, place items in refrigerators and ovens; and retrieve pans from previous day's delivery and places them in the central kitchen dish washer.
5. Perform daily safety inspections and perform driver-level maintenance on assigned vehicles, including fueling and checking fluid levels and tire pressure; and complete mileage reports.

OTHER DUTIES

1. Place identification tags on new equipment delivered to the warehouse.

QUALIFICATIONS

Knowledge of:

1. Delivery vehicle operation and routine maintenance requirements.
2. Traffic laws, safe driving practices, defensive driving techniques, and rules of the road.
3. Methods, practices, procedures, and equipment used in the preparation, distribution, shipping, and receiving of OCDE supplies and materials, including forklifts, pallet jackets, stock pickers, and stock chasers.
4. Proper lifting techniques.
5. Basic arithmetic calculations.

Ability and Skill to:

1. Operate a light truck, van, forklift, and pallet jack safely and in accordance with applicable procedures/laws.
2. Maintain truck or van in clean and proper working condition.
3. Perform moderately heavy manual labor while making pick-ups and deliveries.
4. Use maps and reference materials to identify and route pickups and deliveries.
5. Perform basic computer data entry as required for maintaining warehouse records and reports.
6. Communicate effectively, both orally and in writing; and understand and follow oral and written directions.
7. Meet delivery schedules and timelines.
8. Establish and maintain effective working relationships with co-workers, OCDE personnel, and others encountered in the course of work.
9. Must demonstrate attendance sufficient to perform the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and one (1) year of recent driving experience involving pickup and delivery of materials, supplies, or mail; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

A valid forklift operator certification.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties and assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people 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. Employees work in both indoor and outdoor work environments under various climatic conditions and drive a vehicle during adverse weather conditions including wet/humid conditions and/or extreme hot or cold conditions. Incumbents may work around and with machinery having moving parts.