

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: STOCKROOM/MAILROOM/DELIVERY DRIVER (Range 19)

BASIC FUNCTION:

Under the direction of an assigned supervisor, fill and deliver supplies and mail to District sites; assist in the receipt, inspection, storage and issuance of supplies at the warehouse.

REPRESENTATIVE DUTIES:

Drive a District vehicle to pick up and deliver U.S. mail; receive, sort, distribute and process District and U.S. mail; prepare and process bulk mail. *E*

Sort and distribute District and U.S. mail to District Office departments. *E*

Collect money from schools and District Office departments. *E*

Prepare outgoing mail and make deliveries according to established routes and schedules; sort, meter, sack and bundle mail. *E*

Process, meter and tag outgoing U.S. mail and parcels. *E*

Maintain routine operational records, logs and prepare related reports. *E*

Fill requisition orders received from schools; wrap and pack stock items for delivery. *E*

Load and unload supplies to or from the truck; drive a vehicle to deliver items to and from warehouse and between schools; issue and take inventory of material, supplies, and equipment. *E*

Store various supplies, books, equipment and other items according to established procedures; rotate and evaluate stock conditions as required. *E*

Make emergency pick-ups from local vendors. *E*

Operate fork lift, manual and power pallet jacks, hand trucks, lift gates, postage meters, scales and a computer. Maintain trucks in proper working condition. *E*

Assist in keeping the warehouse/mailroom in a clean and orderly condition.

Assist with paper recycling and surplus activities as assigned.

Prepare and maintain assigned logs and records related to assigned activities.

Perform a variety of office clerical work as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Postal regulations.

Basic mail and postage terminology.

Proper operation of postage meters and related equipment.

Office clerical procedures.

Storekeeping procedures, including methods of proper and orderly receipt, handling, storage, and delivery of supplies and equipment.

Stock inventory procedures, requisitions, purchase orders, invoices, and delivery report, and the proper use and definition of each.

Proper loading and unloading of trucks.

Health and safety regulations.

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

Operation of a computer terminal.

ABILITY TO:

Learn U.S. and District mailing rules and regulations.

Observe legal and defensive driving practices.

Receive, sort, distribute and process District and U.S. mail.

Prepare outgoing mail for delivery.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Fill orders accurately from requisitions.

Operate a vehicle safely and efficiently.

Read maps and follow directions.

Receive, check, and store incoming supplies and equipment.

Learn assigned delivery routes.

Maintain stock inventory records.

Follow oral and written directions.

Maintain stores, storage facilities and vehicles in a clean and orderly fashion.

Work cooperatively with others.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience in related warehouse or truck-driving experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Emergency call-out.

PHYSICAL ABILITIES:

Heavy physical labor.

Lifting heavy objects.

Seeing to read addresses, requisitions and work orders.

Carrying, pushing or pulling.

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to operate warehouse vehicles and equipment.

Reaching overhead, above the shoulders and horizontally to retrieve and store materials.

Climbing ladders.

HAZARDS:

Driving a vehicle during adverse weather conditions.

Working around moving vehicles.