



## PITTSBURG UNIFIED SCHOOL DISTRICT

# DELIVERY DRIVER

### CLASSIFICATION SPECIFICATION

#### DEFINITION:

Under general supervision, to pick up and deliver inter-District mail, cafeteria bank deposits, and other supplies and materials; and to perform all related duties as assigned.

#### EXAMPLES OF DUTIES:

- Drives a delivery truck over a designated route to pick up and deliver inter-District mail
- Picks up cafeteria monies on a daily basis, and delivers to bank for deposit
- Loads, delivers and unloads supplies, equipment, books and other materials
- Packages materials for safe transport
- Makes special deliveries as required
- Performs all other related duties as assigned

#### MINIMUM REQUIREMENTS:

##### Knowledge Of:

- Safe and efficient procedures for truck loading and delivery
- Safe driving practices; and the locations of various school plants and other district facilities

##### Ability To:

- Operate delivery trucks safely and economically
- Maintain specified delivery schedule in rush conditions
- Load, unload and carry objects of varying weights
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work

##### Training & Experience:

One year of experience in the operation of a motor vehicle, preferably including duties of a general clerical or delivery nature; or any combination of training and experience that could likely provide the desired knowledge and abilities.

##### License:

Possession of a valid California Driver's License.

##### Physical Activity Requirement:

##### Environment:

Indoor/outdoor environments