

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Transportation Delivery/Warehouse Wrkr I (X85) / II (W27)** Job Family: 12

Department: Transportation

Lane Placement: **3 or 5**

Supervisor's Title: Director of Transportation and Coordinator

Contract: 242 Days

FLSA Classification: Non-Exempt

Hours per Day: 8

Original date: 01/97 Revised: 12/99 Revised: 07/08 Revised: 07/15 Revised: 01/21

**GENERAL FUNCTION**

Under the supervision of the Director of Transportation and coordinator, the **Transportation Delivery/Warehouse Worker** orders and receives parts into the warehouse, ensuring amounts, quality and price are correct and matches invoices to purchase orders. Incumbent stocks shelves and maintains inventory records in the computer. Assists with ongoing and end-of-year inventory. Maintains and cleans warehouse and equipment. May deliver fuel to District locations or drive to various locations to pick-up or deliver items.

Employee is eligible for **Transportation Delivery/Warehouse Worker II** when Class B CDL with HazMat/Tank/Bus/Passenger endorsements are obtained.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Assist in purchasing items for inventory and purchase non-inventory items. Receive parts into warehouse ensuring amounts, quality and prices are correct. Stock shelves. Pick up parts from vendors as needed.
- Maintain records of price quotes and bids. Match invoices to purchase orders.
- Assist with perpetual and year-end inventory. Input various data into District system.
- Issue parts and supplies to mechanics and others as authorized.
- General shop clean up, turning off equipment and securing the building.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Operate equipment (forklifts, pallet jacks, etc.) in the warehouse in a safe manner to ensure safety of self and co-workers and avoid damage to products or to buildings.
- Organize loading of vehicles to save time and choose routes involving the least amount of danger.
- Inspect delivery vehicles daily to ensure proper fluid levels, gauges, tire pressure and damage or wear. Reports any problems to supervisor.
- May perform one or more of the following specific duties as assigned (e.g. deliver parts; operate and maintain fuel truck and deliver and dispense gas, diesel and CNG to District vehicles, generators and equipment; maintain accurate fuel delivery and vehicle mileage logs; respond to emergencies after hours; balance tires; maintain District wide vehicle data, e.g. license, emissions, inspection, etc.; replace grease and ATF fluid; drive school buses to/from shop as a result of a breakdown; )
- Employee is required to wear department provided uniforms and steel-toe footwear.
- This position requires punctual and regular daily attendance at work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires six months of training in the use of computers, office machines, Microsoft Office programs and/or recordkeeping PLUS two (2) years of successful experience in delivery, warehouse or related field or an equivalent combination of education and experience.
- Requires a class B CDL with school bus, passenger, Hazmat and Tank endorsement certification within three months. Once CDL with all endorsements is obtained, incumbent will be eligible to move to **Transportation Delivery/Warehouse Worker II**.
- Requires OSHA forklift and pallet jack certification within three months.
- Requires a basic knowledge of bus and vehicle part and supplies.
- Must be able to perform basic and regular maintenance on this equipment (e.g., charging forklifts, checking tires, oil, and other fluids, watching gauges for problems to be referred to supervisor).
- Must be able to deliver all items to proper locations and meet many delivery deadlines.
- Knowledge of all driving rules and safety procedures required by law.
- Requires strong reading and math skills and legible handwriting.
- Requires excellent interpersonal skills.
- Ability to safely operate a variety of warehouse equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Delivery vehicle, bus, forklift and computer office equipment.

**Physical Requirements – Not limited to the following:**

- Job requires occasional standing 6 to 8 hours a day, sitting 2 to 4 hours a day, stooping, balancing and climbing on/off the fuel truck 24" step.
- Requires occasional lifting:
  - Floor to 50 inches of 50 pounds
  - Tipping tires from floor to upright of 105 pounds
  - Repetitive from floor to 72" of 20 pounds
  - From floor to 12" of 133 pounds
  - Overhead work of 23 pounds
- Occasional awkward lift and carry of 50 pounds and working in awkward positions.
- May be exposed to chemical hazards. Work in all weather conditions. Some exposure to fumes, dirt, dust, grease, cold and heat.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*