Title: Delivery Worker 2

Pay Scale Group: 91

Essential Function

Under general supervision from a designated supervisor, coordinate and deliver materials to outside accounts, handle special orders, complete paperwork, inspect, and maintains equipment.

Characteristic Duties

1. Prioritize work, coordinate pick up and delivery schedules; ensure appropriate handling of special orders.

2. Load and unload materials for delivery.

3. Inspect and weigh material and complete billing tickets.

4. Operate motor vehicles for pick up and delivery of materials and/or supplies.

5. Communicate special needs or problems and serves as contact person to outside accounts.

6. Maintain records as necessary.

7. Inspect vehicle to ensure proper functioning, schedule maintenance, clean vehicle.

8. May assign delivery routes to other delivery workers. May be responsible for recording of employee’s time, vacation schedules and evaluating employees’ work performance.


Unusual Working Conditions

- May be exposed to variations in weather. Exposed to traffic hazards.

Minimum Qualifications

- Ability to read and write common vocabulary, read maps and follow directions; nine months experience in delivery of equipment and/or supplies; ability to drive standard transmission vehicles of all sizes; must possess a current valid driver’s license with acceptable driving record; must be able to demonstrate the ability to lift up to 100 pounds and demonstrate full range of motion for reaching, bending, and stooping.

Last updated: December 1987