Title: Delivery Worker 3

Pay Scale Group: 77B
FLSA: Non-Exempt

Essential Function
Under general supervision from a designated supervisor, coordinate and deliver materials to inside and outside accounts, transport passengers, handle special and confidential orders, complete paperwork, inspect and maintain equipment/vehicles.

Characteristic Duties
1. Prioritize work, coordinate pickup and delivery schedule; ensure appropriate handling of special orders.
2. Transport highly confidential and valuable materials that require discretion, personal integrity and tact.
3. Provide customer service and prompt processing of on demand, time sensitive pickups and delivery.
4. Transport passengers to meetings, appointments and other areas on and off campus.
5. Operate motor vehicles for pickup and delivery of materials and/or supplies.
6. Load and unload materials for delivery.
7. Inspect and weigh material and complete billing tickets.
8. Communicate special needs or problems and serves as contact person to outside accounts.
9. Maintain records as necessary.
10. Inspect, clean, services, and maintain vehicles. Prepare related reports as required.
11. May assign delivery routes to other delivery workers. May be responsible for recording of employee’s time, vacation schedules and evaluating employee’s work performance.
12. Perform related duties based on departmental need.

Unusual Working Conditions
• May be exposed to variations in weather. Exposed to traffic hazards.

Minimum Qualifications
• High school/GED diploma required; three months customer service experience; ability to read maps and follow directions; one (1) year 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.