



## **DISTRIBUTION DRIVER**

### **GENERAL RESPONSIBILITIES**

The position is responsible for the proper planning and utilization of time and skills needed to effectively distribute and relocate heavy equipment, materials, supplies, and mail throughout the school division.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive and complete assigned work orders through appropriate technology devices.
- Deliver, pick up, and document a large variety of furniture and heavy equipment: file servers, commercial foodservice equipment, custodial machinery, water heaters, and other equipment.
- Relocate textbooks, instructional materials, and supplies throughout the school division.
- Assist school staff in receiving, verifying, and inventorying textbooks and instructional materials.
- Assist in warehousing, loading, and unloading trucks, processing orders, verifying for accuracy, and documenting deliveries of work completed.
- Support functions and special events division-wide by delivering tables, chairs, staging, musical instruments, art displays, and equipment to schools and outside venues in a safe and timely manner.
- Pick-up, sort, and deliver interdepartmental mail, U.S. Mail/Rocket Mail, student records, testing materials, and other materials, document deliveries, and pick-ups of secure materials.
- Work closely with building administrators and staff when relocating schools and offices to new facilities while adhering to defined schedules.
- Work closely with other departments and offices to provide expertise in moving heavy equipment and materials when needed.
- Complete required forms and reports in an accurate and timely manner
- Safely operate a variety of forklifts and material handling equipment.
- Operate large trucks and vehicles with an added emphasis on safety when on school grounds or in the presence of children.
- Operate large trucks during occasional interstate travel, maneuver in congested areas in the local area, and occasionally travel to and from the northern Virginia area.
- Work with the public when picking up donations, working special events, and assisting with auction materials.
- Perform daily safety checks and documentation on vehicles and equipment used.
- Report operating and equipment deficiencies.
- Performs related work as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be trained and skilled in the principles and practices of operating commercial delivery trucks and material handling equipment and have an in-depth knowledge of traffic laws and regulations governing vehicle and forklift operation. Must be knowledgeable of the occupational hazards involved and the safety precautions necessary for the proper operation of equipment. Must have a thorough knowledge of school and facility locations and delivery processes. Must have the ability to understand and follow oral and written directions, (in person or electronically); utilize technical devices to organize and document work; establish and maintain effective working relationships with associates and staff. Must be available to work weekends and evenings as needed. Must be skilled in the operation of trucks, forklifts, and various material handling equipment as well as the ability to use computers, iPads, scanners, and cell phones.



**EDUCATION AND EXPERIENCE**

**Required:** High School Diploma or GED and basic computer skills. Must possess or be eligible for a valid Virginia Commercial Driver's License (CDL) with an airbrake endorsement. Applicants without a CDL will be required to successfully complete a CDL training program offered by the school division.

**Preferred:** Experience working in a warehouse setting and/or as a professional truck driver/delivery driver.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of warehouse and office equipment, such as, but not limited to forklifts, hand trucks, pallet jacks, box trucks, personal computers, calculators, copiers, and fax machines. Frequent sitting, walking, and driving. Occasional bending, stooping, balancing, crouching, climbing, grasping, fingering, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc., and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Successfully complete Forklift Certification training provided by the school division

Defensive Driving Certificate upon completion of the training provided by the school division

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 9/15, 7/20, 4/22
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