POSITION DESCRIPTION

TITLE: Delivery
LOCATION: Central Receiving and Distribution
REPORTS TO: Manager
DEPARTMENT: Central Receiving and Distribution

SUMMARY STATEMENT:
Under the general supervision of the Manager, the Delivery person is responsible for performing pick-up and delivery services for the Evergreen School District in a timely and courteous manner, consistent with safe driving practices. The District encompasses approximately 54 square miles.

ESSENTIAL FUNCTIONS:
1. Perform pick-up and delivery services for the Evergreen School District.
2. Perform inspections of vehicles to ensure safe operation.
3. Check vehicle for proper levels of oil and water, and tires for air pressure.
4. Keep vehicle clean, both inside and outside.
5. Load, deliver, and unload materials to, from, and/or between District and supplier locations as required in a safe, timely, and courteous manner.
6. Pick up and deliver in accordance with established procedures, i.e. delivery orders must be signed by proper authority, record all discrepancies and/or damage, utilize safe driving practices.
7. Produce reports to the Manager as requested.
8. Maintain accurate inventory of loaned out goods from Central Receiving and Distribution, as well as other departments’ stored goods.

OTHER RESPONSIBILITIES:
1. Assist with inventory, supply requests, and surplus sale as requested.
2. Direct the work of helpers when assigned.
3. Assist in Central Receiving and Distribution as requested.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Speaking (66-100%)
Hearing (66-100%)
Writing (33-66%)
Sitting (33-66%)
Standing (33-66%)
Walking (33-66%)
Bending (33-66%)
Stooping (33-66%)
Pulling (33-66%)
Reaching (33-66%)
Driving (66-100%)
Carrying Up to 50 feet (33-66%)
Lifting Up to 75 lbs. individually-
Over 75 lbs. with assistance (33-66%)
Acceptable Attendance
Required to work outdoors in inclement weather
Use of hands and/or arms for repetitive motion (66-100%)
Required to work at heights

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)
Written Communication (33-66%)
Reading Documents (66-100%)
Detailed Work (33-66%)
Reasoning (66-100%)
Math (33-66%)
Customer Contact (66-100%)
Problem Solving (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
**TOOLS AND EQUIPMENT NECESSARY:**
Various trucks, forklifts, hand trucks, pallet jacks, equipment for washing and maintaining vehicles, manually operated tools and equipment, communication equipment (radios and telephones), and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Ability to communicate effectively with staff and the general public.
2. One year of experience and/or training in pick-up and delivery.
3. Demonstrated ability to operate the tools and equipment as outlined in the tools and equipment area above.
4. Demonstrated ability to follow written and oral instructions.
5. Demonstrated ability to organize and prioritize work.
6. Demonstrated ability to count, add, and subtract accurately.
7. Demonstrated ability to perform safety inspection and maintain equipment.
8. Must possess sufficient strength to load, move and unload merchandise and/or equipment weighing up to 300 lbs. utilizing manual and/or mechanized equipment as necessary.
9. Demonstrated ability to establish and maintain records.
10. Must be able to read and interpret road and school site maps.
11. Demonstrated ability to delegate tasks when required.
12. Must possess a valid driver's license and must be able to provide current driving abstract.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Notice of Nondiscrimination:**
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
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| 260-261 Days Per Year (Includes Holidays) |
| Variable Hrs. Per Day |

| PSE: ____________________________ | Date: ________________ |

| District: ____________________________ | Date: ________________ |

| Revised Date: 10/22/2019 |
| Classification: Service Workers |
| Class: Class V |
| Display on Web? Yes |

Delivery