

JOB DESCRIPTION
Nogales Unified School District #1

DRIVER WAREHOUSE

Purpose Statement:

The job of DRIVER WAREHOUSE is done for the purpose/s of maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to FACILITIES AND PROJECT MANAGER

Essential Functions

- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Delivers items on purchase orders (e.g. supplies, furniture, equipment, etc.) for the purpose of ensuring ordered items that are received at the warehouse are delivered to the correct department/site.
- Drives vehicles for the purpose of transporting orders and materials to designated sites.
- Loads orders for the purpose of filling orders for transport.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes mail pick-up, sorting and delivery for the purpose of ensuring timely and accurate flow of correspondence throughout the district.
- Unloads items for the purpose of distributing shipment to assigned site locations and/or individuals.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Processes report requests, documents, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of deliveries.
- Stocks equipment and supplies for the purpose of maintaining required inventory levels.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of lifting
knowledge of good driving practices

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Continuing Educ. / Training

Good Driving Record

Certificates & Licenses

Arizona Driver's License/Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Clean Motor Vehicle Record

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 3