



Position: **Warehouse Parcel Courier**
Department: **Warehouse**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 31**

DEFINITION

Under general supervision, operate a vehicle to deliver items as directed and do related clerical and physical work.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by Warehouse Supervisor or designee.

DISTINGUISHING CHARACTERISTICS

These classifications are distinguished in the following ways: The Warehouse Person is responsible for the transport, receiving, storing and issuing of supplies. The Warehouse Parcel Courier is responsible for operating a vehicle to deliver items as directed and do related clerical and physical work. The Lead Warehouse Person is responsible for assigning, leading and monitoring the work of assigned staff and assists with overall supervision of warehouse operations.

EXAMPLE OF RESPONSIBILITIES

1. Transport supplies, equipment and mail.
2. Receive, transport, and deposit district monies.
3. Prepare and/or maintain and file necessary records (e.g. vehicle service records, bank deposit records, requisitions, route logs, etc.).
4. Perform safety vehicle inspection prior to driving any Warehouse vehicle; report operating condition of assigned vehicles. Prepare and maintain route log with necessary paperwork for directed amount of time.
5. Sort and distribute mail as specified on mail route log.
6. Report warehouse, vehicle, delivery and/or personnel problems to supervisor or designee in a timely manner.
7. Maintain a valid California Driver's License – Class C.
8. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
9. Obtain a valid Department of Transportation Industrial Truck Operator's Permit and maintain the permit thereafter.
10. Adhere to State, County, and District safety codes and procedures.
11. Wear Personal Protective Equipment (PPE) (e.g., shoes, gloves, eye goggles, face protectors, aprons, etc.), when necessary.
12. Assist in completion of Warehouse Person's duties as directed on an interim need.
13. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
14. Perform other related duties as assigned.

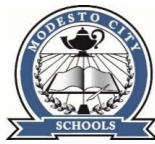
JOB REQUIREMENTS

Knowledge of:

- Knowledge of equipment and vehicle safety practices and procedures.
- Knowledge of email and calendaring programs.
- Knowledge of computer/tablet, software programs and other warehousing technologies.

Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.



Position: **Warehouse Parcel Courier (continued)**

- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

MINIMUM QUALIFICATIONS

Experience:

- One (1) year of warehouse or delivery work.

Education:

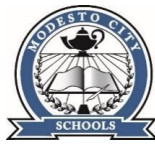
- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License(s)/Certificate(s):

- Valid California Driver's License - Class C.
- Must provide a DMV printout within five (5) days of offer of employment.
- Department of Transportation Power Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment.

Physical Characteristics:

- With or without the use of aids:
- Sufficient vision to read fine print, road maps, labels and route schedules.
- Sufficient vision, acuity, depth and color perception to drive/operate equipment.
- Sufficient hearing to hear normal, telephone and hand held radio conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone or and in face-to-face conversations.
- Sufficient dexterity to use hands and fingers to manipulate small objects, operate telephone and print or write legibly to complete basic records and worksheets.
- Sufficient lower body strength, stamina and mobility to sit, stand, kneel, walk, stoop, bend and extend legs for prolonged periods of time.



Position: **Warehouse Parcel Courier (continued)**

- Ability to lift 50 pounds in a series of functional tests which closely simulates the work environment.
- Sufficient physical ability, strength, mobility and stamina to move, lift, push/pull or carry objects which may frequently exceed 50 pounds.
- Sufficient physical ability to stand for extended periods of time.
- Sufficient physical ability, strength, balance, mobility, stamina and tolerance of heights to climb stairs and work on ladders, scaffolds or step stools for extended periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, and other harsh chemical substances.
- Sufficient physical ability and stamina to perform moderate physical labor.
- Physical tolerance to chemical odors.

Board Approved: 9/10/12

Reclassification/Equity Adjustment Review Committee Revised and Approved: 12/3/21