

San Diego Community College District

NANC JOB DESCRIPTION

Title: Delivery Assistant

Unit: Non-Academic/Non-Classified Service

Page: 1 of 1

Job Code: N1220

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, operate a District delivery vehicle, perform a variety record-keeping duties, move furniture and equipment, and perform routine maintenance duties.

DESIRABLE QUALIFICATIONS:

Knowledge of the California Motor Vehicle Code, proper operating procedures for District vehicles, health and safety regulations, record-keeping regulations, and routine vehicle servicing and maintenance. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships with others. Experience driving a private or commercial delivery vehicle, preferably including substantial public contact. Class C license required.

TYPICAL DUTIES INCLUDE:

- Sort, organize, load, transport, deliver, and pick up materials at District offices, college sites, post offices, and county, State, and federal offices.
- Sign and obtain signatures for receipt of items as necessary.
- Maintain a variety of records and prepare reports.
- Maintain and observe appropriate precautions to ensure security of materials in transit.
- Perform routine service and maintenance of assigned vehicle.
- Drive District vehicle between numerous locations in all types of weather and road conditions.
- Perform a variety of general unskilled maintenance tasks and chores.
- Prepare rooms for meetings; set up and adjust chairs and furniture.
- Operate hand truck for heavy lifting and large deliveries.
- Maintain a clean and safe work environment; maintain cleanliness of vehicles.