

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Delivery Driver

**Unit:** Maintenance & Operations

**Page:** 1 of 2  
**Job Code:** E1292  
**Original Date:** 09/1983  
**Last Revision:** 01/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 15

---

### DEFINITION

Under the direction of an assigned supervisor, operate a district vehicle to pick up, transport, and deliver mail, boxes, packages, checks/warrants, cash, documents, materials, supplies, and other special materials on pre-designated routes; perform a variety of clerical record-keeping duties; perform a variety of general maintenance tasks. Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section, and services impact the users who make a broader contribution to the final service or product.

### EXAMPLE OF DUTIES

1. Organize routes to deliver and pick up mail, checks, cash, documents, materials, and supplies; account for received materials according to approved procedures.
2. Deliver and pick up materials at district offices, college sites, post offices, and county, state, and federal offices; deliver Board dockets and materials to Board members' homes and offices. Meet time schedule that permits predictable receipt and dispatch of deliverable items between various district locations; sort, organize, load, transport, and deliver materials and/or supplies to various locations throughout the college district and county, education, and public offices and USPS. Pick up and deliver high priority materials and/or supplies which must be delivered within a specific time frame.
3. Sign receipts for items; obtain signatures for receipt of items as necessary. Pick up and deliver high priority mail and materials with accuracy and timeliness. Classify and process mail and materials for college operations with accuracy and timeliness.
4. Perform a variety of general unskilled maintenance tasks and chores.
5. Prepare rooms for meetings; set up and adjust chairs and furniture.
6. Maintain a variety of records; prepare reports as necessary.
7. Perform routine servicing of assigned vehicle; schedule maintenance and repair of vehicle with approved sources.
8. Maintain and observe appropriate precautions to ensure security of materials in transit.
9. Drive a district vehicle between numerous locations in all types of weather and road conditions.
10. Operate a hand truck for heavy lifting and large deliveries.
11. Follow safety procedures at all times and uses proper lifting techniques to ensure personal health and safety as well as the safety of others.
12. Maintain a clean and safe work environment.
13. Respond to questions regarding mail delivery, proper packaging, and questions from students and the general public. Be a positive representative of the District to the general public while performing the job.
14. Communicate effectively with district personnel and public agencies

15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- California Motor Vehicle Codes.
- Clerical and record-keeping techniques and practices.
- Current knowledge of relevant job-related regulations.
- Health and safety regulations.
- Location of district facilities.
- Oral and written communications skills.
- Proper operating procedures for district vehicles.
- Reading and writing communications skills.
- Record-keeping techniques.
- Routine vehicle servicing and maintenance practices.
- Safe work practices.

#### Skills and Abilities:

- Communicate effectively both orally and in writing.
- Comprehend various regulations and policies and communicate them effectively.
- Establish and maintain effective working relationships with others.
- Lift objects up to 50 lbs.
- Load vehicle with proper weight distribution to avoid load shifts.
- Maintain, follow, and adjust a delivery schedule.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Observe appropriate security measures.
- Operate an assigned vehicle safely.
- Perform general clerical and record-keeping duties.
- Understand and follow oral and written directions.
- Use electronic communication methods effectively.
- Work effectively with the public.
- Work independently with minimal direction.

#### License:

Valid California driver's license, with a good driving record.

#### Training and Experience:

Any combination of training and experience equivalent to: one year of experience driving a private or commercial delivery vehicle, preferably including substantial public contact.

### **WORKING CONDITIONS**

#### Physical Requirements:

Category I. Requires standing, walking, sitting, stooping, reaching, lifting, carrying, and bending for extended periods of time. Able to lift and move packages and objects weighing 50 pounds or less.

#### Environment:

Usually operating a district vehicle, subject to traffic hazards and weather extremes. Operate a district vehicle while maintaining a tight time schedule, which requires resourcefulness and some flexibility when subject to various traffic hazards, pedestrian and student traffic, and all types of weather conditions. Subject to extreme temperature variations (from outside temperatures/hot vehicle into air-conditioned offices, or vice versa, cold outside or in vehicle to heated offices).