

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Messenger/Deliveryman</b>	<b>Job Code: 77698</b>
<b>Job Classification:</b>	<b>16 Administrative Support Workers</b>	<b>EEO Line: 51</b>
<b>Job Class Category:</b>	<b>Educational Support Personnel</b>	<b>Job Description Supplement Code: 5</b>
<b>Reports to:</b>	<b>Director, Department of Purchasing</b>	<b>Salary Locator: Classified Schedule</b>

**PCSD position that falls under this description – Distribution Specialist.**

### SUMMARY:

Under direction, the Distribution Specialist is responsible for conducting various technical and organizational duties in supporting daily distribution activities. The purpose of the position is to perform routine delivery tasks in the distribution of equipment, materials and supplies to school district locations. Employees in this classification deliver items including, but not necessarily limited to, school and office supplies, equipment, furniture, building materials, surplus property and textbooks. Position coordinates delivery route in an economical and timely manner.

### QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Two (2) years' experience in warehousing, shipping and receiving
- 3) Valid Florida Class B or Class A Commercial Driver's License and acceptable driving record
- 4) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology, as job appropriate
- (4) Requires the ability to operate, maneuver and/or control the actions of equipment such as hand trucks, equipment dollies, forklifts and delivery trucks.
- (5) Requires the ability to utilize a wide variety of reference and descriptive data and information
- (6) Requires the ability to perform addition, subtraction, multiplication and division
- (7) Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change
- (8) Maintain excellent integrity and demonstrate good moral character and initiative
- (9) Create and maintain a clean, attractive, orderly, safe and efficient work environment

**SUPERVISES:** Shipping and Receiving Clerks, Stock Clerk, Delivery Drivers

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for all stakeholders, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (4) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (5) Performs various technical duties in supporting daily distribution activities.
- (6) Develop and maintain proper receiving, inspection and warehousing of all materials purchased.
- (7) Maintain a perpetual inventory for accounting and auditing purposes
- (8) Develop quality control over materials being delivered to ensure packing lists and manifests are correct. Notify department secretary of the receipt of shipments, quantity and condition.

- (9) Process all freight bills
- (10) Report all discrepancies to the Director of Purchasing
- (11) Develop delivery schedules
- (12) Develop an inspection process to detect broken or poor quality materials
- (13) Maintain an orderly warehouse which meets all safety and sanitation standards
- (14) Loads delivery vehicles in a space efficient manner; coordinates load according to priority and in order of destination to maximize trip time.
- (15) Adheres to established preventive maintenance and service schedules and maintains vehicle service logs
- (16) Maintain documentation such as logs/records detailing trip times, delivery tickets and time sheets
- (17) Operates assigned vehicle to daily/weekly scheduled locations for pick-up and delivery activities; operates various other equipment in loading, unloading, and distribution activities, i.e., equipment dollies, forklifts, pallet jacks, and hand trucks.
- (18) Assists with setting up for property sales and helping customers when assigned to the surplus property function
- (19) Perform various warehouse functions in supporting efficient operations, i.e., receiving and unloading shipments and stocking materials.
- (20) Establish and maintain effective communications and working relationships with all district locations
- (21) Effectively perform all other duties as directed by department director

**PHYSICAL REQUIREMENTS:**

**Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

Duties are physically demanding, requiring incumbents to exercise considerable dexterity and physical agility in loading, unloading, and distribution of items.

**ADA COMPLIANCE**

**Physical Ability:** Some tasks involve the ability to exert extremely heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of objects and materials in excess of 100 pounds.

**Sensory Requirements:** Most tasks require visual perception and discrimination.

**Environmental Factors:** Tasks risk exposure to traffic hazards when performing delivery and transport duties. Employees in this classification may work in varying weather and temperatures from hot outdoors heat to extreme cold.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

Adopted: February 26, 2004

Amended: January 12, 2016