

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CLASSIFIED POSITION**

JCN: 418  
RANGE: 136  
NON-EXEMPT

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**SHIPPING & RECEIVING DELIVERY DRIVER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical operations and activities in support of the County Superintendent of Schools (FCSS); process, transport and deliver mail, parcels, cargo, equipment and other materials within FCSS facilities, school districts and other required locations; operate and maintain delivery and transportation vehicles; drive vehicles to various locations and on assigned routes; assist in the coordination of maintenance and operations work request, schedules and budgets, safely load and unload vehicles as required; maintain mailroom and related spaces in an efficient and well-organized manner; perform related clerical duties.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assemble and organize equipment and supplies at delivery sites as directed; ensure proper operation of equipment as assigned.
- Assist assigned supervisor with training and servings as a liaison with California Highway Patrol and Department of Motor Vehicles.
- Assist in ensuring all vehicle drivers are informed and comply with pupil and other applicable transportation laws and requirements.
- Communicate with departments, school districts and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to vehicle maintenance and shipment or delivery discrepancies.
- Coordinate contracts with approved vendors for maintaining and repairing vehicles; recommend routine preventative maintenance checks and required tune-ups to assigned vehicles; conduct vehicle inspections for assigned county office vehicles.
- Coordinate maintenance schedules assigned for county office vehicles; send related notices to departments; ensure department compliance with scheduled maintenance as assigned.
- Coordinate purchase and installation of vehicle safety equipment, including but not limited to fire extinguishers, first aid kits as well as other vehicle-related supplies, tools and equipment.
- Drive FCSS vehicles to various locations and along assigned routes to deliver materials and equipment; maintain, service and perform safety checks on assigned vehicles.
- Fill and process requisitions; pull, pack and ship items or supplies to various school district and county office sites according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.
- Maintain mailroom and related storage areas in a clean, orderly and safe condition.
- Maintain databases and spreadsheets related to vehicle inventory, maintenance schedules, GPS monitoring, smog certification and other transportation related data management issues.
- Operate a variety of mailroom equipment including pallet jacks and dollies; operate a variety of office equipment including a calculator, postage machines, label makers, copier, computer and assigned software.
- Operate and maintain school vans to transport students safely and efficiently to assigned locations using designated routes.
- Oversee mailroom activity; assist with various deliveries; assist as necessary when other staff are unavailable as assigned.
- Perform a variety of technical operations and activities related to processing shipping,

receiving, transporting, storing and delivery of materials including mail, parcels, cargo, supplies, books, and equipment; ensure materials are processed in an efficient and timely manner.

- Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems; review vehicle usage forms and prepare complete, clear and concise reports.
- Process incoming and outgoing postal mail and parcels; pick up and drop off mail at the post office; collect and process inter-office and district mail.
- Receive, unload and inspect shipments and review for accuracy; verify and file receipts for shipments; contact vendors and departments regarding shortages, damaged goods or other discrepancies; submit claim forms for damaged or lost items; shelve and store items within the FCSS mailroom and other designated spaces as required.
- Sort incoming and outgoing mail; collect inter-office and district mail and organize according to postal vendor; pick up and drop off mail at the post office.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Applicable provisions of the California Motor Vehicle Code
- Basic inventory techniques.
- Basic methods, practices and terminology used in shipping/receiving operations.
- Basic record-keeping techniques.
- City and County Roads and State Highways in areas traveled.
- Defensive driving techniques and rules of the road.
- Health and safety regulations.
- Operation of equipment used in the receipt, storage and shipping of supplies, materials and equipment.
- Principals of training and providing work direction to assigned personnel.
- Proper lifting techniques.
- Proper loading and unloading of cargo vans and similar vehicles.
- Transportation issues related to individuals with specific needs.

- Use and terminology of requisitions, purchase orders, invoices and related documents.
- Vehicle maintenance and repair.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Add, subtract, multiply and divide quickly and accurately.
- Coordinate activities with outside vendors to ensure smooth transportation operations.
- Meet schedules and time lines.
- Operate pallet jacks, lift gates and other equipment used in shipping/receiving operations.
- Perform related clerical duties.
- Prepare supplies and equipment for delivery.
- Understand and follow oral and written instructions.
- Utilize space efficiently and effectively.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

**EXPERIENCE:**

- Two years' experience receiving, storing and delivering supplies in a shipping and receiving department, warehouse, vehicle fleet maintenance or related environment.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.

- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office, shipping, receiving, warehouse and outdoor environment.
- Regular exposure to fumes, dust and odors.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Strength to perform heavy physical labor.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

### **HAZARDS:**

- Working around and with machinery having moving parts.
- Working at heights.
- Driving a vehicle during adverse weather conditions.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: 07/01/2003

Revised: 05/01/2008; 06/18/2013; 11/14/2017; 09/01/2020