

**Roswell Independent School District  
Job Description**

**Job Title: WAREHOUSE WORKER/DELIVERY DRIVER**

**Reports To: COORDINATOR FOR MAINTENANCE & MT/CUSTODIAN SUPERVISOR**

**General Job Description:**

The job of Warehouse Worker/Delivery Driver is done for the purpose(s) of providing support to district campuses, transporting supplies and materials to sites; maintaining required inventory levels; ensuring specifications, quality and quality of orders are correct, verifying stock and identifying losses, and ensuring safe operation of vehicles. To gather, sort, process and deliver all mail, and work as a warehouse person as time permits.

**Essential Duties and Responsibilities:**

1. Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
2. Drives vehicles (e.g. truck, pony, van, etc.) for the purpose of transporting orders and materials to designated sites.
3. Participates in physical inventories for the purpose of verifying stock and identifying losses.
4. Performs routine vehicle servicing (e.g. fuel, oil, tire pressure, etc.) for the purpose of maintaining equipment, determining needed repairs and/or replacements.
5. Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
6. Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
7. Transports a variety of items (e.g. pick up/delivery; records/files, supplies, equipment, materials, etc.) for the purpose of receiving and/or delivering materials as required.
8. Work cooperatively with colleagues, supervisors, and administrators.
9. Demonstrate ethical behavior.
10. Engage in self-development.
11. Follow district policies and administrative rules and regulations.
12. Maintain behavior appropriate to performing and accomplishing assigned duties.
13. Knowledge what to do to successfully complete assigned work.
14. Project over-all concern for personal appearance as it relates to job performance.
15. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
16. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
17. Work in a safe manner with personal safety and the safety of others as the number one priority.
18. Communicate with supervisor and co-workers.
19. Plan and execute work efficiently within the "work order" system.
20. Gather mail from pre-determined sources, sort, sack, and deliver to each facility as least one time per day.
21. Process outgoing mail as the need arises.
22. Prepare return items for shipment and ship as directed by the size of the item.
23. Deliver teaching materials from Central Receiving and other designated points.
24. Assist supervisor and others as directed.
25. Assist other personnel, as may be required for the purpose of ensuring an efficient and effective work environment.
26. Processes report requests, documents, mail, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
27. Stocks equipment and supplies for the purpose of maintaining required inventory levels.
28. Unloads stock and non-stock items for the purpose of distributing shipments to assigned site locations and/or individuals.
29. Responsibilities include: working independently under broad organizational policies to organizational objectives, providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.
30. Manual physical labor, lifting and moving materials, and supplies.
31. Maintain assigned uniforms, work vehicle(s), tools and warehouse in operable, safe and attractive status.
32. Account for supplies, materials, and equipment as required.

**WAREHOUSE WORKER/DELIVERY DRIVER (CONT'D)**

33. Complete job records and reports as required in a timely manner.
34. Maintain facilities security in area of work.
35. Other tasks as may be deemed appropriate by the supervisor and/or the Superintendent.
36. Maintain log for certified and registered deliveries.
37. Required to schedule activities; flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods.
38. Ability is also required to work with others; work with others of varied types and/or purposes; and utilize a variety of job-related equipment.
39. In working with others, problem solving with equipment is limited.
40. Specific abilities required to satisfactory perform the functions of the job include: working under time constraints.
41. Basic math; read and follow instructions; and understand written and oral instructions.
42. Specific knowledge required to satisfactory perform the functions of the job includes; safety practices and procedures.
43. Computer knowledge including spreadsheets, word processors, databases and email.
44. May be required to perform other related duties/functions as assigned by your supervisor(s).

**Qualifications:**

1. High School diploma or GED.
2. Valid New Mexico Driver's license appropriate for operating vehicles of the size required of this position.

**Physical Requirements:**

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, off of ladders, off of scaffolds, at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
6. Full mobility of fingers/hands.
7. Ability to operate heavy equipment such as front end loader, back hoe, bobcat, fork lift, etc. in a safe manner.

**Safety and Health Requirements:**

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Chemicals, small to medium hand-tools, delivery vehicle, material handling equipment, and large volumes of mail, and freight. Office machines of all types.

**WAREHOUSE WORKER/DELIVERY DRIVER (CONT'D)**

**Work Environment:**

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, to working outside in very cold temperatures. Work schedule will be assigned to best meet the needs of the students and may be altered at any time to accommodate the students. Overtime will be assigned on an as needed basis to take care of emergency situations. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to travel from site to site as needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**