

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DELIVERY DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the Manager, Facility Services, drive a vehicle to pick up and deliver a variety of County Office materials and equipment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Drive a vehicle to pick up and deliver a variety of County Office materials and equipment such as

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices and procedures used in the pick-up and delivery of materials and equipment.  
Traffic laws, defensive driving techniques and rules of the road.  
Proper loading and unloading of trucks.  
Operation of a truck, hand truck and other warehouse equipment.  
Proper methods of storing materials and supplies.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Health and safety regulations.  
Record-keeping techniques.

**ABILITY TO:**

Drive a vehicle to pick up and deliver a variety of County Office materials and equipment.  
Assure proper and timely collection and distribution of supplies and equipment.  
Load, unload, collect and distribute materials and equipment.  
Prepare, sort, pack, organize and verify accuracy of outgoing deliveries and collected materials.  
Observe health and safety regulations.

Dexterity of hands and fingers to operate a variety of equipment.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position.  
Reaching overhead, above the shoulders and horizontally.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling and crouching.  
Seeing to read a variety of documents.  
Walking.

**HAZARDS:**  
Traffic hazards.