

Range: 24
Hours: 8
Week: 40
Months: 12

**SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT**

JOB TITLE: Delivery Driver

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To pick up and deliver a variety of college supplies, equipment, money, and mail to various departments and offices in the district. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the timely delivery of supplies, equipment, and other materials.

SUPERVISOR: Transportation Foreperson

TYPICAL DUTIES:

- Delivers mail, supplies, materials, and equipment to various departments
- Loads and unloads delivery vehicle with mail, supplies, equipment, etc. for delivery
- Makes daily mail, banking, and business runs
- Processes paperwork for U.P.S. mail and services stamp meter
- Picks up and delivers items as requisitioned by various departments
- Operates a delivery truck and forklift
- Perform other related duties as assigned
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Possession of:

- A valid California Driver's license, and driving record acceptable to insurance carrier

Employment Standards (continued):

Knowledge of:

- Methods of receiving and delivering supplies, parts and equipment
- Safe driving laws, regulations, practices
- Rules and procedures regulating freight and parcel shipment

Ability to:

- Drive a light truck and forklift
- Wrap and pack articles for shipping and storage
- Load, unload, and carry objects within reasonable weight
- Meet physical requirements of the job
- Understand and follow both oral and written form
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- One year of receiving, shipping, storing, and delivering supplies
- High school graduation or equivalent.