

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Truck Driver		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Business Services and Warehouse Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	220 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Drives District vehicle to deliver the in-district mail and freight while maintaining a set schedule. Performs daily pre-trip of vehicle, fuels, keeps vehicle clean and informs supervisor of needed maintenance and repairs. Sorts District mail prior to route, during route and returns mail to the District office. Must be able to drive vehicle safely in all weather conditions.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

MINIMUM QUALIFICATIONS:

- Considerable knowledge of warehouse methods and practices.
- Considerable knowledge of inventory recordkeeping and control methods.
- Considerable knowledge of transportation agencies and shipping methods.
- Ability to perform strenuous manual labor, such as lifting heavy weight.
- Ability to be trained in the operation of forklifts, pallet-jacks, both hydraulic and electric and other warehouse equipment in a safe manner.
- Ability to follow written and oral instructions.
- Commercial Driver's License or the ability to obtain in a timely manner.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Commercial Driver's License required.
2. Process and handle a variety of food, industrial, mechanical or office supply items of considerable value.
3. Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
4. Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
5. Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
6. Transports a variety of items (e.g. records/files, supplies, equipment, materials, mail, checks, etc.) for the purpose of receiving and/or delivering materials on both scheduled and unscheduled pickup and delivery routes.
7. Ensures adherence to local, state, and federal policies.
8. Receive general instructions on procedures to be followed and apply proper warehousing methods to eliminate problems and maintain good recordkeeping.
9. Assist in annual inventory of the warehouse.
10. Marks materials with identifying information using appropriate method.
11. Moves materials and items from receiving or storage areas to shipping or to other designated areas.
12. Wears proper safety equipment.
13. Must have regular and punctual attendance and must be flexible in hours worked.
14. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.					X

21-50 lbs.					X
51-75 lbs.				X	
76-100 lbs.			X		
> 100 lbs.			X		
Maximum amount lifted by worker without assistance: 75 Lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.					X
21-50 lbs.					X
51-75 lbs.				X	
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 75 Lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.			X		
76-100 lbs.		X			
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: 75 Lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)*
Works Inside <u>10</u> % of the time / Works Outside <u>90</u> % of the time.
Temperature Extremes: Yes
Works on or around moving machinery or mechanical parts: Yes)

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/Squat				X	
Kneel		X			
Crawl		X			
Walk-Level Surface					X
Walk-Uneven Surface				X	
Climb Steps			X		
Climb Ladder			X		
Work at Heights			X		
Reach at or Above Shoulder				X	
Reach Below Shoulder				X	
Use of Arms					X
Use of Wrists					X
Use of Hands					X

