AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**TRUCK DRIVER II CENTRAL WAREHOUSE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 3**	DUTY DAYS:	**260**	DATE REVISED:	**04/03/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

One (1) year of related experience driving a box truck is required. The ability to read and understand instructions for safety and District policies and procedures is required. Education requirements are not specified. Incumbent must have a valid Texas Driver License, and it must be in possession at all times when operating an AISD vehicle. Incumbents must have an acceptable driving record as determined by Austin ISD. Employees in this position are subject to random drug and alcohol testing.

SKILL REQUIREMENTS:

Incumbent must have knowledge of all motor vehicle laws and the City of Austin and Austin ISD operations area. Incumbent must be able to operate vehicles < 26,001 lbs. GVWR legally and safely with air brakes. Incumbent must be familiar with electric powered pallet jacks and other material handling equipment. Incumbent must follow AISD Customer Service Standards by interacting with students, staff, and the public in a friendly and professional manner at all times. Employees in this position must be able to read, write, and speak in English and perform counting and basic mathematical computations.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for inventory, collection and distribution of Austin ISD materials, inventory, and assets. Responsibilities include fulfilling orders, loading, unloading, storage, pick up and distribution of materials, inventory, and assets.

ESSENTIAL FUNCTIONS:

- Responsible for an assigned Dry Truck or other delivery route.
- Distribute and pick up district assets including secure and non-secure delivery of materials, food, books, furniture, and electronics.
- Fulfill requested orders of food, instructional and custodial supplies, furniture, and other requisitions in a timely and accurate manner.
- Work safely near and with vehicles, material handling equipment, machinery or power and hand tools.
- Assist staff and visitors with selection and pick up of food, supplies, furniture, and other assets.
- Pull and issue supplies and materials from inventory by requisition.
- Accurately consolidates, wraps, packages, and stages orders for shipping.
- Load and unload vehicles as required and according to scheduled delivery.
- Keep Austin ISD vehicles, facilities, warehouse, and material secure at all times.
- Operate standard warehousing and material handling equipment.

- Assist with physical inventories and cycle counts to ensure proper stock rotation.
- Report shortage, damage, and misplacement to the immediate supervisor.
- Assist in warehouse cleanup as required.
- Assist in covering other warehouse routes and assignments as required including scheduled summer projects in support of district needs.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follow district safety protocols and emergency procedures.
- Maintain accurate records of items picked up and delivered.
- Help the District conserve costs and be responsible stewards of our environment through intentional employee practices including but not limited to waste reduction, recycling, composting, energy, and water conservation, etc.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives from time to time as required by your manager or other district officials.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard office equipment including computer and peripherals; small hand tools; vehicles up to 26' box trucks; will use two-wheel dollies, pallet jacks, electric jacks and other material handling equipment.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; light keyboarding and use of mouse; frequent walking, climbing ladders; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (50 pounds and over) and up to 250 pounds with the aid of a two-wheel dolly on a daily basis.

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours Will be exposed to extreme climate environments such as cooler and freezer storage areas, and refrigerated truck boxes.

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will have frequent contact with the Director of Warehouse Operations, Supervisor Warehouse Operations, warehouse personnel and other AISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	