

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Delivery Driver/Grounds Maintenance Helper	<b>Department:</b> Buildings and Grounds
<b>Reports to:</b> Director of Buildings & Grounds	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining/Work Unit:</b> Local 70
<b>Tier/Lane:</b> CUST1	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

Operates loads and unloads delivery vehicles to provide interschool mail, freight and food service deliveries between buildings. Depending on daily workload, also assists the Grounds/Maintenance department by performing grounds and maintenance duties. You may be assigned to work at different buildings depending on the needs of the district.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Performs interschool mail, freight and food service deliveries.</i>
<b>Percent of Time:</b>	95%	

#### Tasks involved in fulfilling above duty/responsibility:

- Loads, unloads and operates delivery vehicle between school buildings.
- Picks up and delivers interschool mail between buildings.
- Picks up and delivers food and supplies including prepared food in carts.
- Picks up, delivers and assists with moving freight and materials around the District.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> <i>Assists Grounds/Maintenance staff</i>
<b>Percent of Time:</b>	5%	

#### Tasks involved in fulfilling above duty/responsibility:

- Assists Grounds/Maintenance staff with mowing, trimming, irrigation work, field maintenance, field marking and snow removal.
- Assists Grounds/Maintenance staff with the moving of equipment and supplies around the District.
- Assists Grounds/Maintenance staff with light duty repairs and maintenance.

#### Other duties as assigned

## SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard tools, materials, methods and practices involved in building/grounds maintenance
- Follow written and oral communication
- Ability to follow a schedule
- Demonstrated good driving skills and safe driving practices
- Ability to develop positive customer service relationships
- Personal dependability
- Personal flexibility
- Regular attendance
- Ability to follow directions and meet deadlines.
- Ability to work with others in a team setting.
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Valid Minnesota Drivers License (demonstrated safe driving practices)

## SECTION VI: EXPERIENCE REQUIREMENTS

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	F
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	C	Up to 100 pounds	O	Moving parts	C
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	F
				<b>Sight</b>	
				Vision for close work/ability to adjust	C

Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	focus	
Distinguishing temperature	O			Looking at computer monitor	O
Traveling by automobile	F			Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**