

**CLASSIFICATION**

WAREHOUSE / DELIVERY WORKER

**SUMMARY**

Receive, account for, sort, issue and deliver incoming mail, supplies and materials.

**MINIMUM REQUIREMENTS**

One year of warehouse and/or delivery experience.

Six months of clerical and/or mailroom experience.

Basic math skills.

Basic computer and word processing skills.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Post-offer/pre-employment physical examination and lift test (at employee's own cost).

Valid AZ Driver's License required within ten days of hire. Must not have accrued eight points against Driver's License within the past two years.

**ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Receive incoming shipments of materials and mail; check accuracy of items or mail received against invoice, packing slip, purchase order, or other receipting documents. Inspect incoming shipments and report damage and discrepancies.

Ensures the security of the warehouse and mailroom by following established security measures.

Operates postage meter and automated envelope stuffer. Compute cost and weight for bulk mailings, and determines proper postage for outgoing mail.

Operates a delivery truck to pick up and deliver mail, supplies, equipment, textbooks and packages to sites. Operates a forklift and dock unloading equipment on loading dock and within warehouse.

Performs safety inspection of vehicles before and after operations; services and adds fuels and fluids as needed. Performs minor repairs, ensures upkeep and cleanliness of vehicle and equipment.

Issues supplies and materials to staff according to authorized requests.

Maintains a log of all pickups and deliveries of equipment, supplies and mail. Prioritizes delivery route based upon efficiency and importance of items being delivered.

Fills warehouse requisitions by assembling, measuring and packing warehouse stock according to requisition specifications. Adjusts and rotates stock levels and quantities as needed.

Performs physical inventory of warehouse stock. Spot checks inventory to determine minimum and maximum levels, according to needs, and make recommendations to supervisor concerning these levels.

Assists with maintaining records in the file and record storage area of the central warehouse, retrieves information and delivers records for disposal.

Maintains mailroom, warehouse and outside storage areas according to established safety practices and procedures.

#### **MENTAL TASKS**

Communicates. Reads. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluate written materials.

#### **PHYSICAL TASKS**

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

#### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses postage equipment and office equipment such as telephone, computer, printer, calculator and copier. Operates standard and automatic transmission motor vehicles. May use 2 - way radio to communicate with employees. Operates power driven machinery. Uses hand tools. Requires wearing protective, specialized equipment.

#### **WORKING CONDITIONS**

Indoor - shop or office environment; warehouse environment. Exposure to noise. Contact with employees, students and the public. Outdoor - exposure to dust, gas, fumes, all weather/climate conditions and temperatures. May at times work in small, cramped areas.

#### **CONTROL, SUPERVISION**

None.