

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DELIVERYMAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent preferred.
- (2) Possess a valid Florida CDL with appropriate endorsements.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills in moving and transporting equipment and supplies. Knowledge of department and school locations. Knowledge of School Board rules and regulations. Ability to follow both oral and written instructions. Ability to maintain accurate records and complete reports. Skill in the safe operation of a motor vehicle.

REPORTS TO:

Director, Purchasing

JOB GOAL

To provide regular delivery of supplies, furniture, equipment, food, textbooks and other items to various School Board facilities for the efficient operation of the District offices and schools.

SUPERVISES

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide regular delivery of supplies, furniture, equipment, food, textbooks, and other items to various School Board sites.
- * (2) Provide pick-up services as requested for removal of surplus equipment, furniture and obsolete textbooks.
- * (3) Maintain accurate records and make reports as required.
- (4) Assume responsibilities of the shipping / receiving clerk when required.
- * (5) Use positive, effective interpersonal communication skills.
- (6) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

SALARY LOCATOR: Classified Personnel Salary Schedule