

**SANTA BARBARA COUNTY EDUCATION OFFICE**  
**Personnel Commission**

**DELIVERY SPECIALIST I**

**Summary**

Organizes and delivers durable instructional media, mail, monetary items, equipment, and supplies to and from a central distribution facility to and from school district and county office sites, complying with delivery schedules, and proper documentation of delivery activity. Assists in storing and retrieving supplies, materials, and equipment.

**Distinguishing Career Features**

The Delivery Specialist I represents the first-level in a career path for drivers. The Delivery Specialist I learns and becomes competent at servicing customers according to established times and assigned routes, documenting route activity, and practicing safe work habits. Advancement to Delivery Specialist II requires the ability to service all routes and alternatives within the County, evaluate the efficiency of routes, train other drivers, and maintain statistics on scheduled versus urgent deliveries.

**Essential Duties and Responsibilities**

- Prepares and stages delivery orders according to requests and established delivery times. Loads, secures, unloads, and documents the condition and amount of inventory scheduled for delivery to and from the central distribution center.
- Delivers and retrieves returned durable instructional media, mail, financial items, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and events to and among various sites.
- Unloads deliveries at all designated sites, checks delivery to the order, loads returns, and empties delivery containers and other items for return to the central distribution facility. Inspects for conformity to orders and reports shortages, damages, and other discrepancies.
- Checks returned items for re-issue schedule. Requests alternative delivery and return dates to minimize schedule conflicts.
- Collects and delivers locked cash/financial item bags for further processing.
- May assist in the receipt, inspection, storage, and moving of inventoried multimedia items and supplies. Assists with maintenance of stock records and in conducting physical inventory counts.
- Regularly inspects vehicles for safety on a daily basis. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Cleans the interior and exterior of vehicles.
- Maintains warehousing, shipping, delivery areas in a safe and orderly condition.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

- **Knowledge and Skills**  
The position requires working knowledge of the methods, techniques, procedures and practices used for loading, arranging, and distributing time sensitive durable inventory including receipt, handling, and distribution to and from a central supply warehouse and delivery sites. Requires working knowledge of labor saving and material handling devices used for loading and offloading materials. Requires working knowledge of California Motor Vehicle Code, traffic safety and safe work rules and practices. Requires sufficient organizational and time management skills to meet service and schedule requirements. Requires sufficient computer skills to use common office productivity applications. Requires sufficient English language and math skills to document work activity and compute quantities. Requires sufficient human relations skill to exhibit positive

customer service and work as a productive member of a team.

▪ **Abilities**

Requires the ability to perform the essential duties of the position effectively and efficiently. Requires the ability to comply with all safety regulations for the handling of durable materials. Requires the ability to fill orders accurately from requisitions. Requires the ability to operate a pallet jack and delivery vehicle safely and efficiently in urban, rural, and distant locations. Requires the ability to learn normal and alternative routes to meet required schedules for delivery of multimedia, equipment, and supplies to sites. Requires the ability to perform manual labor, including lifting, carrying, and moving equipment and supplies.

▪ **Physical Abilities**

Requires the ability to perform work of an active nature; to stand for extended periods of time, walk up to 100 yards, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires leg and foot dexterity to operate vehicle gas, brake, and clutch pedals while driving. Requires hand-eye coordination, arm hand dexterity and visual acuity including depth perception to load and unload with a pallet jack or equivalent material handling device, and drive delivery vehicle, and to read numbers and words.

▪ **Education and Experience**

The position requires a High School diploma and one year of general warehouse and delivery experience.

▪ **Licenses and Certificates**

Requires a valid CA Driver's License and insurance coverage as required by law.

▪ **Working Conditions**

Work is performed indoors and outdoors in varying weather conditions where safety considerations exist from physical labor and handling of medium-to-heavy weight materials. Extended periods of driving in variable traffic and road conditions.

APPROVED BY THE PERSONNEL COMMISSION SEPTEMBER 22, 2011