

**SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission**

DELIVERY SPECIALIST II

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. Schedules and prioritizes urgent deliveries and changes to delivery schedules. Assists in the storing and retrieval of supplies, materials, and equipment.

Distinguishing Career Features

The Delivery Specialist II represents the second and senior-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. The Delivery Specialist II requires the ability to service all routes within the County, evaluate the efficiency of routes, train other drivers, maintain statistics on scheduled versus urgent deliveries, and serve as the central point of contact regarding deliveries between school sites/programs and the Santa Barbara County Education Office.

Essential Duties and Responsibilities

Incumbents in this classification may concentrate in a geographic territory, however, are capable of serving customers in all routes/territories, and maintaining communications among drivers and routes, evaluating the efficiency of routes, and training other drivers.

- 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, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and other events to and among various sites.
- Unloads deliveries at all designated sites, checking delivery to the order, and loads returns and empty 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 reissue schedule. Requests alternative delivery and return dates to minimize schedule conflicts.
- Collects and delivers locked cash/financial item bags for further processing.
- Analyzes route documentation including but not limited to times, traffic, school and county office business hours, and recommends changes to routes and material handling to continually enhance efficiency.
- Develops and recommends revisions to delivery and service procedures and schedules.
- 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. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Maintains cleanly interiors and exteriors of vehicles. Arranges maintenance and substitution of vehicles based on required intervals. Arranges installation of safety equipment in vehicles.
- Trains and may assign other driver's to specific routes and routines. Schedules/arranges safety and training for all drivers within department as required.

- 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 or dolly cart 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 analyze and organize routes. Requires the ability to perform manual labor, including lifting, carrying, and moving equipment and supplies.

- **Physical Abilities**

Requires the ability perform work of an active nature; to stand for extended periods of time, walk up to 100 yards multiple times per daily shift, 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, brakes, and clutch 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 three years of general warehouse and delivery experience.

- **Licenses and Certificates**

Requires a valid 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 and materials. Ensures the vehicles are maintained and clean. Extended periods of driving in variable traffic and road conditions.

APPROVED BY THE PERSONNEL COMMISSION SEPTEMBER 22, 2011