

## **JOB DESCRIPTION**

**TITLE:** Facilities Technician I/ Delivery Driver

**SALARY RANGE:** 15

**BASIC FUNCTION:**

Under direction of an assigned supervisor, performs technical and complex duties related to the operations of a fixed asset central receiving system for Student Programs and Services; drives a vehicle along a designated route to pick up and deliver a variety of County Office materials; performs various clerical activities and Facilities related duties.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate the daily functions of a fixed asset central receiving system.

Maintain various files, records and information for the purpose of providing up-to-date references and audit compliance reviews.

Process all incoming/outgoing documents/packages and mail including responsibility for UPS online shipping.

Maintain inventory of operational supplies for all shipping and receiving.

Coordinate fixed asset distribution to all County Office sites.

Drive a vehicle along a designated route to pick up and deliver a variety of County Office materials such as paychecks, deposits, contracts, warrants, office supplies and mail in accordance with established time lines; organize materials for delivery.

Unload and distribute materials to County Office personnel; prepares, sorts, reviews, and verifies accuracy of outgoing delivery materials; assures materials are secure during delivery.

Receive, sort and distribute incoming mail, packages and inter-office mail to appropriate personnel, departments or organizations; receive and prepare packages for delivery; assure timely and efficient pick-up and delivery of County Office mail and packages.

Pick up, sort and distribute outgoing mail and packages according to established procedures; weigh, wrap, seal and affix appropriate postage and labels to outgoing mail and packages; evaluate available options and select appropriate delivery methods to assure cost-effective service.

Process and place inter-office and incoming mail in appropriate departmental or individual mailboxes; meter outgoing mail from various County Office departments and individuals; calculate and apply shipping and postage charges to appropriate accounts.

### **Facilities Technician I/Delivery Driver – Continued**

Perform a variety of clerical activities such as typing, filing, duplicating and distributing materials; serve as a back-up receptionist as needed; receive and direct telephone calls to appropriate staff.

Communicate with County Office personnel, outside agencies and the public to exchange information and resolve issues or concerns; respond to inquiries and provide information concerning general County Office operations, activities and information.

Operate a variety of office equipment including copiers, printers, fax machines, bindery equipment, computers and assigned software.

Maintain various records related to student information and assigned activities.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, practices and procedures used in the pick-up and delivery of materials.

Traffic laws, defensive driving techniques and rules of the road.

Proper loading and unloading of trucks.

Proper methods of storing materials and supplies.

Health and Safety Regulations.

Interpersonal skills using tact, patience and courtesy.

Rules and regulations related to assigned functions.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic math.

Record-keeping techniques.

Basic budgeting, financial and statistical record keeping.

##### **ABILITY TO:**

Drive a vehicle along a designated route to pick up and deliver a variety of County Office materials in accordance with established time lines.

Prepare, sort, review and verify accuracy of outgoing delivery materials.

Learn designated routes and pick-up and delivery locations.

Perform a variety of general clerical duties in support of assigned General Services programs and functions.

Answer telephones and greet visitors courteously.

Maintain records and files.

Operate a variety of office equipment including a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written instructions.

Complete work with many interruptions.

**AUGUST 2014**

**Facilities Technician I/Delivery Driver – Continued**

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and minimum one year of increasingly responsible clerical or secretarial experience involving frequent public contact, plus sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Driving a vehicle to conduct work.

Indoor and outdoor work environment.

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderate heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Walking.