

4J SCHOOL DISTRICT

Job Title:	WAREHOUSE OPERATIONS ASSISTANT/DRIVER	Dot #: 906.683-022
Department:	Warehouse/Education Center	
Work Hours:	8 hours daily. 8:00 a.m. - 4:30 p.m. Year round position.	
Job Summary:	<ul style="list-style-type: none"> ·Route delivery of materials and supplies to approximately 22 locations daily. ·Store, transport and distribute all office supplies, instructional/media supplies, furniture, mail, and other items received and stocked at central location in a timely manner. ·Maintain and implement warehousing system by receiving, storing, rotating, delivering, shipping and inventorying warehouse supplies. ·Perform other related duties as required. 	
Qualifications:	<ul style="list-style-type: none"> ·Sufficient education to understand and follow verbal and written instructions. ·The ability to learn the operation of power and automated equipment within 6 month period of time. ·Possession of a valid Oregon Drivers License and good driving record. · CDL required. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
<u>Physical:</u>	<ul style="list-style-type: none"> ·Standing/Walking: Frequently; when not driving truck while performing duties in warehouse, loading/unloading truck and delivering to various school facilities; walking, up to 2-4 miles per shift on a variety of surfaces. ·Sitting: Occasionally; while driving truck in between stops up to 5-15 minute intervals. ·Lift/Carry: Frequently, 10-50 pounds; occasionally up to 75 pounds. Carry short distance up to 25 feet. Most items moved using hand truck. Items include materials, supplies, boxes of paper/books, audio/visual equipment, office equipment. ·Push/Pull: Frequently; using both hands and arms while moving materials via hand truck moving office furniture, exerting a force up to 50 pounds. ·Climbing: Frequently; stepping in/out of truck, 21 inch step from ground, up to 60 repetitions per shift. Occasionally; climbing ladders in warehouse while putting up/retrieving stock. ·Bending/Twisting: Frequently; at waist/neck while driving throughout workshift, loading/unloading items from truck and performing warehouse duties. Items must be retrieved from floor level and placed up to heights of 70-75 inches in shelves while warehousing. ·Kneeling/Crouching: Occasionally; while inspecting truck, bleeding air brakes and performing cleanup duties. ·Hands/Arms: Constant use of both throughout workshift while operating vehicle, loading/unloading supplies and materials using hand truck. Overhead reaching is required. ·Sight/Hearing/Speech: Constantly; required to provide safe operation of truck, communicate with staff at variety of school locations. 	
<u>Mental:</u>	<ul style="list-style-type: none"> ·Constant mental alertness required while operating truck. ·Must possess sufficient communication skills, written and oral, to complete all assignments. ·Must be able to read, write and speak English. ·Must be able to work independently completing assigned route daily, managing time and complete 22 stops per day. ·Must be able to understand and comply with automated merchandising, purchasing/receiving procedures. ·Must be adaptable in flexibility to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators and others. 	
<u>Work Conditions:</u>	<ul style="list-style-type: none"> ·Work is performed 50% of time in warehouse operations picking up/delivering materials. 50% on the road performing 22 stops during daily route. ·Hazards include driving 12 ton vehicle in all types of weather, slippery surfaces, lifting hazards, exposure to moving vehicles and equipment, some bouncing, jarring, vibration from truck operations. ·Equipment used includes 12 ton truck, hand truck, pallet jack, forklift, general office equipment, computer, and cleaning equipment. 	