

## **Hobbs Municipal Schools Job Description**

**Position:** Lead Delivery Driver/Assistant Warehouse Supervisor

**Group:** 5

**Supervisor:** Director of Maintenance, Maintenance Supervisor or Designee.

**General Job Description:** To perform warehouse duties including supervision and administration of warehouse and delivery personnel activities.

**Qualifications:**

1. High School Diploma/GED
2. Good driving record, with appropriate license.
3. Experience in personnel supervision.
4. Two years experience driving up to 2 ½ ton trucks.
5. Some mechanic knowledge preferred.
6. Must be dependable employee.
7. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Ability to follow set schedule for prompt and safe delivery of food to schools
10. Deliver miscellaneous materials (books, supplies, etc.) to schools.
11. Maintain safety at schools, always watching for children.
12. Maintain vehicle in safe working order, and report unsafe conditions or problems to proper persons
13. Maintain preventative maintenance to vehicle and lift.
14. Report any unsafe conditions to the supervisor.
15. Comply with all school board policies, and regulations.
16. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

**Additional Duties and Responsibilities:**

In the absence of the Warehouse Supervisor:

1. Order supplies needed by the Maintenance and Custodial departments, and various school personnel.
2. Maintain necessary inventory, work order and purchase order system
3. Receive all shipments, which include all items ordered by the district
4. Inspect and verify condition and accuracy of shipments
5. Store various supplies and equipment in safe and secure manner
6. Coordinate the delivery of all merchandise, supplies, etc.
7. Supervise other delivery personnel
8. Maintain warehouse in safe, orderly condition

**Work Environment:**

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to operate a delivery vehicle in all kinds of weather.
6. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.

**Safety and Health Requirements:**

1. Bloodborne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

**Equipment/Material handled:**

Hand tools, equipment, chemicals, and material particular to t his trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

**Terms of Employment:**

Salary and work year to be established by the Board.