

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105740
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005604	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Printing Delivery Worker		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00am TO: 4:00pm Report in location & work hours subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Transports materials & provides assistance in storeroom: maintains receipt of delivery records; operates state owned delivery vehicles to transport materials; loads/unloads vehicles & picks up/delivers copy center printed materials to & from customers; helps coordinate pick up & delivery of jobs with customers & copy center personnel; lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 75 lbs. each onto flatbed or two-wheel cart (i.e., requires extensive walking & operation of state delivery van in accordance with DAS Directive GS-D-02); assists in storeroom (e.g., organizes & straightens materials, labels shelves, cleans/sweeps floors, unpacks storeroom deliveries); utilizes manual & powered pallet jacks to move materials.	Knowledge of (1) agency's practices & procedures for pick up, delivery & storage of materials*; (2) arithmetic to include addition, subtraction, multiplication & division. Skill in (3) operation of motor vehicles used for pick up & delivery; (4) operation of pallet jack. Ability to (5) calculate whole numbers accurately; (6) complete routine forms & records; (7) read, copy & record figures precisely without error; (8) deal with problems involving several variables; (9) read short sentences; (10) lift, push &/or pull up to 75 lbs. (11) demonstrate physical fitness; (12) obtain & maintain valid driver's license.
20	Performs minor maintenance or schedules vehicle for maintenance (e.g., gas, oil, tires, battery, washing); checks merchandise & material on invoice for accountability; records & maintains monthly fuel usage log with receipts; maintains daily delivery log; performs other duties as assigned.	Knowledge of 1*, 2, (13) basic vehicle maintenance & safety Skill in 3, 4 Ability to 5, 6, 7, 8, 9, 10.

*developed after employment.

add 4-2-13 al

JOB CODE 53821	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen</i>	DATE 4/1/13