100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Business Support Services

POSITION NUMBER 20006529

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Delivery Worker

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006021 Administrative Assistant 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB CODE TITLE Delivery Worker

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
90	Under general supervision, provides delivery services between Office of Information Technology (OIT) facilities:, operates state delivery vehicle to pick up & deliver inter-office mail, metered mail, miscellaneous supplies & equipment on a scheduled local route; may lift, push pull or otherwise move up to 100 lbs. of material; loads & unloads vehicles (e.g., delivery trucks); operates hand carts to move objects; maintains general cleanliness of delivery vehicle; performs minor maintenance on delivery vehicle (e.g., fuel, check oil, check tires & wash) & works with appropriate personnel to schedule regular & emergency maintenance of delivery vehicle; maintains electronic & written delivery route logs.	Knowledge of (1) Ohio traffic laws*; (2) vehicle safety procedures*; (3) proper OSHA safety procedures, Skill in (4) operation of motor vehicle (e.g., van or car); (5) operation of hand carts. Ability to (6) lift, push, pull or otherwise move up to 100 lbs; (7) understand special delivery instructions; (8) modify delivery routes/schedules as requested by customers; (9) work alone on most tasks; (10) obtain & maintain a valid Ohio driver's license; (11) calculate whole numbers; (12) accurately complete routine forms & records; (13) deal with problems involving several variables.
10	Performs other related duties as assigned: answers telephone for routine customer inquiries; assists with special projects as needed.	Knowledge of (14) agency policies & procedures* Ability to (5) carry out simple instructions.
	Must submit to & pass personal background check.	*developed after employment

JOB CODE 53821

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/26/07

Appd 9-26-07 CB