REVISED 22 JUN

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Delivery Worker 2	CODE: 53822C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative superior, serves as lead worker (i.e., provides work direction & training) over lower-level delivery workers engaged in transporting materials from one point to another;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	69-75	Serves as lead worker (i.e., provides work direction & training) over lower-level delivery workers engaged in transporting food, supplies, furniture &/or equipment from one point to another, assigns delivery workers to routes, ensures drivers receive all assigned cargo & subordinates carry out assigned duties correctly & assists in delivery, loading & unloading of cargo when necessary.	Knowledge of (1) supervision*; skill in (2) operation of motor vehicle; ability to (3) calculate whole numbers, (4) complete routine forms, (5) establish friendly atmosphere as supervisor of delivery workers, (6) lift 50 pounds.
2	15-21	Inspects or schedules vehicles for service to ensure vehicles are maintained properly; checks merchandise & materials on invoices for accountability.	Skill in (7) general vehicle maintenance*; ability to 3, 4, (8) deal with problems, involving several variables in familiar context.

*Developed after employment

123:1-7-17 (58)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
	Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: Valid Driver's License. If assigned to operate vehicles regulated by Section 4506.01 of	Renewal of Commercial Driver's License, as necessary, if required,

REVISED

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Delivery Worker 2

CODE: 53822C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	7-13	Maintains records of mail, cargo, equipment, supplies, delivery dates & other items as necessary.	Ability to 4, 8, (9) maintain accurate records.

123; 1-9-17 (59)

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*

Revised Code, applicants must also have Commercial Driver's License.

Training & Development -(continued)

based on vehicles operated.

FORM ADM-4134

CLASS TITLE: Delivery Worker 2

CODE: 53822C