



CLASSIFICATION SPECIFICATION

CLASS NUMBER 40171

DELIVERY WORKER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Delivery Worker may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Delivery Worker position is to load and unload agency vehicles, pick up and deliver materials using a motor vehicle and assist in the maintenance of the supply room.

Duties

Frequency: 75% +/- 15%

- I. Loads and unloads agency vehicles, and picks up and delivers materials and visitors by operating a motor vehicle.

Frequency: 25% +/- 10%

- II. Assists in the maintenance of the supply room, accounting for merchandise received.



**KSA'S FOR THE
JOB CLASSIFICATION OF
DELIVERY WORKER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Simple repetitive tasks which include following step-by step instructions; Automobile operation and driving laws.	Oral communication; Performing physical labor; Operating an automobile.	Perform considerable physical labor, including the loading and unloading of motor vehicles; Read warning labels; Operate an automobile to pick up and deliver materials and/ or people.
II	Basic mathematical principles; Inventory control.	Organize storeroom.	Read simple sentences; Perform basic mathematical calculations for inventory procedures; Perform considerable physical labor to load and unload materials.



Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires valid driver's license with a clean driving record for at least one year prior to applying for position.

- Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires valid Commercial Driver's License (CDL), if operating any motor vehicle that meets the criteria outlined in Section 4506.01 of the Ohio Revised Code, with a clean driving records for at least one year prior to applying for position. Note, the class rating (i.e., Class A, B or C) for the CDL must be commensurate with the type of motor vehicle(s) to be operated.

Unusual Working Conditions/Hazards

The position requires attention while driving to ensure that actions do not create dangerous situations for others (e.g., safe driving practices while transporting people). Additionally, the position involves very limited probability of any injury. There are minor risks which involve normal safety precautions (e.g., avoidance of trips or falls, use of normal safe work practices, and adherence to safety laws and regulations when driving). Must be able to move 50 pounds when loading and unloading materials.