

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Delivery Worker

SERIES NO.:

5382

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the delivery worker occupation is to transport materials & equipment from one point to another on scheduled statewide or local route.

Note: This series may be used within agency/institution &/or community setting.

CLASS TITLE:

Delivery Worker

CLASS NUMBER:

53821

EFFECTIVE DATE:

04/21/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of agency's practices & procedures for pickup & delivery & storage of various materials & skill in operation of delivery vehicles in order to transport materials, provide assistance in storeroom & maintain delivery vehicles.

<u>CLASS TITLE:</u> Delivery Worker	<u>CLASS NUMBER:</u> 53821	<u>BARGAINING UNIT:</u> 06
---	--------------------------------------	--------------------------------------

EFFECTIVE DATE:
04/21/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Loads & unloads vehicles & picks up & delivers various materials (e.g., food, supplies, furniture, payrolls, drugs, mail, laboratory specimens, books, laundry, parts, machinery) on scheduled local or statewide route.

Performs minor maintenance or schedules vehicle for maintenance (e.g., gas, oil, tires, battery, washing); checks merchandise & material on invoice for accountability; performs stockroom duties; assists in mailroom; maintains records of mail, equipment, supplies, cargo, delivery dates & other items as necessary.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency's practices & procedures for pick up, delivery & storage of materials*; arithmetic to include additions, subtraction, multiplication & division. Skill in operation of motor vehicles used for pick up & delivery. Ability to calculate whole numbers; accurately complete routine forms & records; read, copy & record figures precisely without error; deal with problems involving several variables; read short sentences; lift 50-100 pounds; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic to include addition, subtraction, multiplication & division & in reading, writing & speaking English; valid driver's license.

In accordance with Section 124.11(B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to weather variations.