

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Delivery Worker 2</i>		DIVISION: <i>Finance & Administration</i>	DEPARTMENT: <i>Facilities</i>
WORKING TITLE: <i>Delivery Worker 2</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>734100 Building Maintenance Superintendent 1</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>53822</i>		PCN: 734102 PAY RANGE: 10	REVISION DATE: <i>4/18</i>
EQUIPMENT USED: <i>telephone hand truck agency vehicle furniture dolly copying machine hand tools postage machine & scale computer</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus valid driver's license; must successfully complete Franklin County driver certification course (may be completed during probationary period).</i>			
PREFERRED: <i>High school graduate and 5 years exp. Ability to lift 75 pounds.</i>			
PURPOSE: <i>Employee serves as lead delivery worker, prioritizing delivery needs and providing services such as loading and unloading vehicles, obtaining gas for Agency vehicles, picking up and delivering personnel, supplies, mail, cases, material, equipment, furniture, clothing, food, etc.; coordinates coverage of special events in conjunction with supervisor. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
	JOB DUTIES:		
35%	<i>Serves as lead worker for Delivery Worker 1 and temporary labor; assists in prioritizing of delivery needs; coordinates coverage of special events and pickup and delivery for special events in conjunction with supervisor.</i>		
35%	<i>Performs pickup and delivery, loading and unloading of, but not limited to, people, supplies, mail, case records, computer equipment, material, equipment, furniture, clothing, food, etc.; performs minor maintenance on furniture in the course of delivery and on equipment such as cameras, records, time clocks, etc.; switches telephones as part of delivery.</i>		
15%	<i>Performs pickup, sorting and distribution of Agency and U.S. mail in backup to Mail Clerk's absence or running of postage machine; delivers checks and/or postage meter to post office.</i>		
10%	<i>Receives delivery of supplies, equipment, furniture, etc. and unloads, stacks, unpacks and sorts and verifies deliveries with packing lists, purchase orders, requisitions, etc. and prepares receiving reports; conducts annual inventory for County Auditor and supplies and equipment inventory as needed; fills supply orders to assist storeroom personnel. Maintain accurate records in computer inventory system when available, by entering and removing items into the database as items are received and dispersed.</i>		

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5%

Performs other related duties as assigned.

*****Position is subject to call-in for emergency situations or special events during non-scheduled work hours.***

Unusual Working Conditions: *May be required to work outside, exposed to weather.*

List no. of positions and Class Titles of positions supervised

N/A

Signature of Agency Representative

Date