

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Delivery Worker (DLVRY)

I. JOB INFORMATION

Job Title: Delivery Worker (DLVRY)

Job Class: 75057 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, performs tasks associated with the delivery and transportation of University mail, supplies and materials.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Operates assigned vehicles and/or mail carts over prescribed routes to deliver mail, office supplies, computer equipment, and other materials as needed to on and off campus locations.**
- **Pick up and deliver mail, printing/duplicating job orders and finished products following an established route.**
- **Receive and sort incoming mail, printing/duplicating materials.**
- **Operates various mail equipment and computer equipment.**
- **Lifts heavy bundles or boxes.**
- **May be required to train and/or delegate work to student employees.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, and one year of full-time directly related work experience are required. A degree of safety awareness with the use of vehicles and equipment is required. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to unpleasant odors and/or high noise levels may exist. There may be frequent exposure to extreme temperatures and/or weather conditions. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- Forklift Operator Certification required.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.