

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: DELIVERY DRIVER

Reports To: Designated Supervisor

UW Job Code: 7297

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 53-3031

FLSA: Non-exempt

Pay Grade: 15

Date: 2-1-15

JOB PURPOSE:

Drive over established route to deliver and pick up merchandise. Some positions may collect payment. Assist with loading and unloading vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive truck to deliver items on and off-campus. Schedule route and deliveries. Ensure safety of products.
- Obey traffic laws and follow established traffic and transportation procedures. Drive in a safe manner.
- Use computer systems involved with shipping and receiving.
- Safely use transporting equipment such as van, truck, dolly, and pallet jack.
- Write customer orders and instructions.
- Record delivery information. Obtain customer signature on receipt for pickup or delivery.
- Keep inside of truck clean. Perform daily routine safety checks and maintenance on truck. Report any mechanical problems or accidents encountered with vehicles.
- Guide and assist with loading and unloading of trucks, carrying merchandise, and placing stock on shelves or racks.
- May help set up goods and merchandise.
- May collect or pick up empty containers or rejected or unsold merchandise.
- Inform regular customers of changes to products or services.
- Document interdepartmental exchange of goods by completing departmental shipment form information.
- Work closely with appropriate purchaser, receiving crew and internal vendors to ensure efficient functionality of resources.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Safety Awareness
- Service Orientation
- Integrity
- Adaptability
- Independence

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good oral and written communication skills.
- Excellent organizational skills.
- Very good interpersonal skills and commitment to customer service.
- Ability to work effectively in a culturally diverse environment.
- Ability to manage and meet deadlines.
- Knowledge of applicable Federal and State laws and regulations.
- Proven ability to continually adapt and learn new procedures and software programs.
- Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.
- Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed outside and in and around loading areas, docks and warehouses.
- Some exposure to physical risk and a wide range of weather conditions.
- Substantial physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.