

## **TRANSPORTATION AND DELIVERY ASSISTANT**

### **GENERAL STATEMENT:**

Services and maintains college fleet vehicles. Delivers items received through Shipping and Receiving to final destination. Assists with furniture and equipment transport and moves. Serves as a back-up for Inventory Control Clerk. Assists with other shipping, receiving, and inventory control activities as needed.

### **REPORTS TO:**

Director of Transportation, Shipping & Receiving

### **OCCUPATIONAL GROUP:**

Auxiliary

### **FLSA:**

Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

#### **LICENSE OR CERTIFICATION:**

- Valid Texas Driver license without restrictions which could prevent employee from performing duties and responsibilities.
- Valid Texas CDL, or acquisition thereof within first 60 days of employment, without restrictions which could prevent employee from performing duties and responsibilities.
- Lift Truck Training and Certification, or acquisition thereof within first 60 days of employment.

#### **EXPERIENCE:**

One (1) year of experience preferred in a commercial or educational setting in the following:

- Customer service.
- Lifting cars, pickups, and vans using industrial floor and hydraulic vehicle lifts.
- Automotive engine oil and filter servicing and replacement.
- Automotive lamp, wiper blade, battery, and fuse replacement.
- Basic computer skills including ability to use email and internet, navigate screen input, populate electronic forms, and file electronic documents using Microsoft Windows.

#### **OTHER:**

- Must pass a criminal and driving background check and maintain an acceptable status on both.
- Maintain a Motor Vehicle Record (MVR) commensurate with that of departmental requirements for operation of college owned or rented vehicles.
- May require night and weekend hours.

### **DUTIES AND RESPONSIBILITIES:**

#### **Primary:**

- Perform preventive maintenance work and daily preoperational inspection of TVCC fleet vehicles in a safe, efficient and effective manner with a focus on safety of vehicles. Includes fluid and tire pressure level correction, window and windshield cleaning, body cleaning and protection, interior cleaning, engine oil and filter servicing, air filter replacement, chassis lubrication, lamp/fuse/ battery/windshield wiper replacement, tire rotation, and service documentation both electronic and written.
- Load and unload freight using hand, pallet jack, and fork lift methods.
- Deliver items received through the Shipping and Receiving department to final destination in a safe, efficient and effective manner with a focus on customer service.

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**Secondary:**

- Provide back-up for Inventory Control Clerk, including documentation of incoming and outgoing freight.
- Assists Director with inventory management and transport duties including documentation, furniture and equipment moving.
- Other duties as assigned by the Director of Transportation, Shipping & Receiving.

**PHYSICAL ASPECTS**

- Must be able to make deliveries by walking, climbing stairs, and using a hand cart for substantial distances.
- Will be subjected to motor and machine noise.
- Exposure to dust, chemicals, fuel, petroleum, noise, vibration, and all types of weather.
- Must be able to lift, move, and hand carry 70 pounds and safely maneuver packages, freight, or furniture above 70 pounds with appropriate equipment and /or assistance from another person.
- Will be required to work outside in heat or cold.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 10/21/2010*  
JD257

*Revised: 1/5/12*