

# NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

## Maintenance ~ Warehouse/Courier

### Purpose of the Job

Transportation of maintenance equipment, school equipment/records and supplies, as required throughout the district.

### Essential Job Functions

1. Pick up and deliver:
  - All deliveries as required when schools are closed.
  - Intra-district mail.
  - Science kits, ITBS tests.
  - Various equipment/repair parts for the different departments within maintenance.
2. Pick up surplus items and organize for surplus sale.
3. Pick up/deliver/unload frozen food for the food service department.
4. Pick up/deliver/setup stage equipment for activities throughout the district.
5. Deliver KCDA supplies/materials throughout the district.
6. Make recycling runs.
7. Assist maintenance department personnel as assigned.
8. Adhere to departmental Standard Operating Procedures (SOPs).
9. Perform other duties as assigned.

### Qualifications:

#### **Education & Experience:**

#### **Knowledge Skills & Abilities:**

1. Demonstrated ability to work cooperatively with other employees.
2. Demonstrated ability to lift and/or move 50 pounds.
3. Ability to operate various fork lift trucks/moving equipment.
4. Ability to drive and operate at least a 5-ton truck.

#### **Licenses, Certificates & Special Requirements:**

5. Valid Washington State driver's license with a Class B CDL with air brake endorsement for size of vehicle provided.

### Reporting Relationship:

Reports to the Director of Maintenance or designee.

### Conditions of work:

#### **Union Affiliation:**

SEIU

#### **Job #**

SEIU-M-123

#### **FLSA Status:**

non-exempt

#### **Job History:**

Created: 11/12/91; Revised: 9/06; 7/12

#### **Wage Range:**

SEIU Wage Schedule

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Immediate Supervisor

Date

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Asst. Supt. of Human Resources Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*