Transportation Person I (0748)

Basic Purpose/Job Function: Delivering supplies, equipment, mail and other items across campus.

Examples of Titles Replaced: Delivery Person; Mail Carrier I; Parking Attendant

Typical Functions May Include:

1. Sorting, arranging, loading and unloading various kinds of materials, equipment, furniture and other items in delivery sequence
2. Driving various types of vehicles on assigned routes and time schedules
3. Delivering items to designated person and obtaining necessary signatures
4. Picking up equipment, supplies and other items as requested
5. Monitoring parking lots
6. Checking special event parking passes and admitting patrons to correct parking lots
7. Completing necessary forms, maintaining assigned route book and delivery logs
8. Inspecting vehicles daily and reporting problems to supervisor
9. Cross-training on other routes and operation of delivery vehicles
10. Cleaning work area as needed
11. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Has no regular supervisory responsibility. May train others in similar positions.

Supervision Received: Receives specific supervision

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 – 9 months        **Type**: Transportation
- **Skills**: Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand basic written materials
- **Special Requirements**: Regular exposure to disagreeable conditions, extreme temperature changes, odors and loud noises; regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds; may wear and maintain uniforms and work shift work; background and drivers license required upon employment. Drug testing may be required.
- **Licenses**: Valid Oklahoma State driver’s license; other determined by nature of job and/or department
- **Certifications**: Determined by nature of the job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.