

The University of Akron
Classification Specification

Job Title: Material Handling Delivery Worker
Job Function: Staff
Job Family: Bargaining Unit
SOC 5000 Facilities Management Division

Job Code: 80404
Grade: 114
FLSA: Non-Exempt
Date: 12/15

Job Summary:

Collect, sort and deliver mail and packages within the campus community as well as between the University and other locations. Provide other services such as OfficeMax, ChemStores, Book Deliveries, Student Mail and Packages, Office Supplies and UPS/FedEx deliveries for the entire campus. Assist with special deliveries of surplus property and bulk mailings for Printing Services. Deliver heavy materials and supplies for departments when needed.

Essential Functions:

45% Provide transportation for mail and packages from off campus areas and deliver sorted mail, freight or packages to appropriate campus locations. Provide special delivery services for packages, process return receipts for deliveries, obtain signatures as necessary and follow specific delivery instructions given by University personnel.

20% Perform other daily services such as OfficeMax, ChemStores, Book Deliveries, Office Supplies and UPS/FedEx deliveries. Pick up and deliver all chemicals on campus. Operate forklift, box truck with lift gate and cargo van.

15% Operate transportation vehicles and delivery equipment while maintaining an orderly work environment. Load and unload material on or off pallets, skids, carts or lifting device on to a vehicle.

10% Establish daily delivery schedules while sorting, labeling and organizing all items to be delivered. Develop and coordinate a delivery plan for various departments.

5% Verify and sign for mail, postal packages and other delivered items. Respond to phone calls, inquiries and requests for delivery services while waiting on walk-in customers. Provide instructions and assistance to other employees and perform problem solving techniques as necessary.

5% Prepare special deliveries by weighing and recording items, processing mailings, entering information into databases, tying/bundling packages and mail, and processing deliveries. Assist in transporting money deposits and cash transactions when necessary.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 1 year experience and/or on the job training in delivery services. Strong communication skills and a general knowledge of postal/delivery procedures required. Some experience delivering heavy materials and supplies preferred. Ability to operate forklift, box truck with lift gate and cargo van required. Strong customer service and problem-solving skills required. Basic computer skills including word processing, spreadsheets, and related software packages required. Knowledge of the campus layout and department locations preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 50lbs. -- 75 lbs.).

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.