

Delivery Assistant
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149259>

Downloaded On: Apr. 11, 2021 6:44am

Posted Nov. 9, 2020, removed Mar. 8, 2021

Job Title	Delivery Assistant
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 9, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/2059853

Apply By Email

Job Description

Delivery Assistant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Delivery Assistant San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149259>

Downloaded On: Apr. 11, 2021 6:44am

Posted Nov. 9, 2020, removed Mar. 8, 2021

FUNCTION:

Under the direction of an assigned supervisor, operate a District delivery vehicle; perform a variety record-keeping duties; move furniture and equipment; and perform routine maintenance duties.

Click

[url=https://apptrkr.com/get_redirect.php?id=2059853&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/Employees/Delivery%20Assistant.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of the California Motor Vehicle Code, proper operating procedures for District vehicles, health and safety regulations, record-keeping regulations, and routine vehicle servicing and maintenance. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships with others. Experience driving a private or commercial delivery vehicle, preferably including substantial public contact. Class C license required.

Qualifications:

TYPICAL DUTIES INCLUDE:

- * Sort, organize, load, transport, deliver and pick up materials at District offices, college sites, post offices, county, state and federal offices.
- * Sign and obtain signatures for receipt of items as necessary.
- * Maintain a variety of records and prepare reports.
- * Maintain and observe appropriate precautions to ensure security of materials in transit.
- * Perform routine servicing and maintenance of assigned vehicle.
- * Drive District vehicle between numerous locations in all types of weather and road conditions.
- * Perform a variety of general unskilled maintenance tasks and chores.
- * Prepare rooms for meetings; set up and adjust chairs and furniture.
- * Operate hand truck for heavy lifting and large deliveries.
- * Maintain a clean and safe work environment; maintain cleanliness of vehicles.

Desired Qualifications:

**Delivery Assistant
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=149259>

Downloaded On: Apr. 11, 2021 6:44am

Posted Nov. 9, 2020, removed Mar. 8, 2021

Licenses:

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [url=https://apptrkr.com/2059853]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District Wide

San Diego Community College District

,