

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Distribution Services

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Possess a Class "D" driver's license required upon start date.
- Must have held a valid vehicle operator's license for the past five (5) years.
- No more than one (1) moving traffic violations within the last five (5) years.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of warehouse storage and inventory principles.
- Possess effective oral communication skills.
- Possess basic math computation skills.
- Ability to operate material handling equipment safely.
- Ability to physically perform the responsibilities listed below.

#### SUPERVISION

**REPORTS TO**            Manager of Distribution Services  
**SUPERVISES**        No Supervisory Duties

#### POSITION GOAL

*Assure timely and accurate pickup and delivery of commodities to and from schools and departments.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Daily pick, pack, and stage warehouse commodity delivery orders.
2. \*Daily load, transport, deliver, and pick up commodities to and from schools and departments.
3. \*Unload and store warehouse commodities received from vendors or surplus from schools/departments.
4. \*Safely operate District vehicle and warehouse heavy equipment in performance of duties.
5. \*Maintain a clean and safe vehicle, reporting any safety concerns to the Manager of Distribution Services immediately. Perform daily and weekly safety checks on vehicles and equipment.
6. \*Maintain a safe and clean warehouse environment, reporting any safety concerns to the Manager of Distribution Services immediately.
7. \*Ensure all delivery receipts are signed by schools and departments.
8. Perform other duties as assigned by the Manager of Distribution Services.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Material handling equipment including but not limited to electric/gas fork lifts, hand trucks, fork trucks, safety ladders, shrink wrap/banding equipment and 16' (24,500# cap) delivery truck with lifts.

#### PHYSICAL REQUIREMENTS

##### Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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## PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Crawling</b>	Moving about on hands and knees or hands and feet.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motion</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

<b>Indoors / Outdoors</b>	The worker is subject to both environmental conditions. Activities occur inside and outside.
<b>Hazards</b>	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

## TERMS OF EMPLOYMENT

### PAY GRADE

**E8-07 \$29,817 - \$52,950**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 40  
Annual Hours 2064

### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 18  
EEO-5 Line 52  
Function Vary  
Job Code 1802  
Survey Code 77627

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

**October 9, 2018**  
**June 21, 2005**

ADA Information Provided by Cheryl Olson  
Position Description Prepared by Cheryl Olson