



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Driver – Production Staff
Reports To: REMC Manager
FLSA Status: Non-exempt
Prepared By: MS
Approved By: Human Resources
Prepared Date: 01/2003
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Summary: Drives van to deliver educational/school materials

Essential Duties and Responsibilities:

- Loads van and delivers school materials to customers
- Sorts, loads, and unloads materials for delivery
- Maintains good driving record
- Informs regular customers of new products or services
- Listens to and resolves service complaints
- Issues or obtains customer signature on receipt for pickup or delivery
- Cleans inside and outside of van
- Assures van is maintained on a regular basis
- Assists bindery group on a regular rotating basis
- Operates powered industrial lift truck and other bindery equipment
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education & experience. Must have or be able to obtain a chauffeur's license

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to sit. The employee is regularly required to walk, talk, and hear. The employee is required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.