

The University of Akron
Classification Specification

Job Title:	Delivery Driver/Printing Assistant	Job Code:	80401
Job Function:	Staff	Grade:	112
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	2/5/14

Job Summary:

Deliver packages within the campus community as well as between the University and other locations. Work within the Printing Shop in areas such as pre-press, press, bindery and shipping.

Essential Functions:

35% Provide special delivery services for packages, processes return receipts for deliveries, obtains signatures as necessary, and follows specific delivery instructions given by University personnel.

25% Establish daily delivery schedules while sorting, labeling and organizing items to be delivered. Develop and coordinates a delivery plan for proofs and/or completed jobs from various departments.

20% Perform a variety of basic printing functions in the various departments such as pre-press, press, bindery and shipping.

15% Operate transportation vehicles and delivery equipment while maintaining an orderly work environment.

5% Prepare special deliveries by weighing and recording items, processing packages, tying/bundling packages and mail and processing deliveries.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid Ohio Driver's License

Experience:

Requires up to 6 months experience and/or on the job training in delivery services. Strong communication skills and a general knowledge of delivery procedures required. Customer service and problem-solving skills required. Knowledge of the campus layout and department locations preferred. Printing experience 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 25 lbs. -- 50 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.