**JOB PURPOSE:**

Drives vehicle to deliver and pick up goods and materials.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Drives vehicle to deliver and pickup a variety of materials and goods.

May use fork lift, floor jack or hand truck in the loading and unloading of materials; ensures goods are loaded correctly for transport.

Organizes pickups and deliveries and sorts items to be delivered according to the delivery route or plan and follow the most efficient routing.

Obtains signatures or receipts upon delivery.

Maintains vehicle logs and reports any mechanical problems.

May record information about deliveries and pickups into database.

May assist in other areas of the department as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to know your location in relation to the environment or to know where other objects are in relation to you and the vehicle.

Ability to maintain friendly and pleasant demeanor while interacting with customers.

Ability to work in safe and efficient manner.

Ability to use a computer.

Ability to use forklifts, floor jacks or hand trucks.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** One year delivery experience.
**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University; may require CDL license.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 70 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends time outdoors and indoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job 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 specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.