



CLASS SPECIFICATION

06-11-09

DELIVERY DRIVER, 1121

Summary of Duties: Operates a City automobile, station wagon, van, pickup truck, or other light vehicle as a major assignment in delivering and picking up mail, supplies, and department materials; may collect water samples from designated locations for use in laboratory tests; keeps routine records and prepares routine reports; performs routine clerical, messenger, or stockroom duties part of the time.

Distinguishing Features: A Delivery Driver's primary duty is the efficient pickup and delivery of mail, supplies and other department materials usually on a scheduled route but also as directed while on route. Incumbents usually drive motor vehicles with rated capacities of less than 1 1/2 tons; however, larger vehicles may be driven when serving as a relief driver. Routes are on public thoroughfares and usually cover more than 50 miles.

The class of Delivery Driver is distinguished from the class of Truck Operator in that the latter operates vehicles carrying heavy payloads. When not driving, most Delivery Drivers perform clerical duties such as sorting, filing, and operating various office machines. Incumbents may pick up and deliver mail and materials within a department building. Delivery drivers in the Department of Water and Power may be responsible for collecting water samples from various locations and delivering them to a laboratory for analysis. Work assignments follow prescribed schedules and specific instructions.

Examples of Duties: A Delivery Driver:

- Drives an automobile, station wagon, van, panel truck, pickup truck or other light vehicle in making pickups and deliveries of department and U.S. mail, packages, documents, plans, police evidence, compressed gas tanks, cashier stubs, money, checks, sample cases, library books, spare vehicle and machinery parts, office machines, or other items usually weighing less than 50 pounds to and from U.S. Post Offices, City buildings, City department field offices, and other City locations;
- May make small purchases on special trips or in the course of routine messenger runs;
- May load and unload books, supplies, furniture and, with mechanical assistance, heavy equipment parts;
- May act as a relief driver for a bookmobile;
- Performs basic routine and emergency maintenance such as checking tires, oil, water, and batteries, washing and cleaning windshields and exteriors of vehicles, and dusting, sweeping and cleaning interior of vehicle;

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- May deliver vehicle to be serviced;
- Maintains daily logs of miles traveled and pickups and deliveries made;
- Receives, sorts, and deposits mail in labeled bins;
- Delivers mail and supplies on foot;
- Maintains files of various forms and documents;
- Operates various office machines;
- Posts payments to customers' accounts;
- Counts and bundles mail, publications, and other materials;
- Answers telephones;
- Receives, checks purchase orders, sorts, distributes, and/or stocks delivered supplies and materials;
- May arrange and organize materials for pickups and deliveries;
- Weighs mail and determines and affixes correct postage;
- Delivers meter to Post Office to be reset;
- Maintains logs and may prepare reports on mailing activities;
- In the Department of Water and Power, collects water samples from reservoirs, tanks, wells, and faucets on customers' premises in accordance with established schedules;
- Logs time sample was taken and field conditions observed;
- Delivers samples and records to laboratories for analysis;
- Cleans and sterilizes sample bottles; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

A Delivery Driver must have the following:

Knowledge of:

- The California Vehicle Code and local traffic regulations;
- Safe driving practices;
- Office clerical procedures;
- Minor automobile maintenance and emergency care; and
- The location of major Los Angeles streets and freeways.

Ability to:

- Safely operate a motor vehicle;
- Do routine clerical work such as filing, sorting, and record keeping;
- Operate various office machines;
- Make basic mathematical calculations;
- Understand and follow written and oral instructions; and
- Interpret maps and street guides.

Requirements:

1. Current paid employment with the City of Los Angeles; **and**
2. One year full-time paid experience driving a vehicle performing pick up and delivery of mail, supplies, parcels, or equipment from other parties; **and**
3. A valid California driver's license.

License:

A valid California driver's license and a good driving record are required.

A valid California Class B driver's license may be required for some positions.

California Department of Motor Vehicles certification to transport compressed gasses may be required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; arm, hand, and finger dexterity, with both hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.