

BU Job Series Matrix

Job Family: Physical Environment Services		
Job Series: Deliverer Job Series Code: T50		
Job Series Summary: This series of job classifications encompasses positions with the primary duty of delivering supplies, equipment or other items through the operation of a motor vehicle or by walking an assigned route. Operating procedures are carefully detailed so that daily assignments may be accomplished with only general instructions and review. There are three levels in the series, Deliverer I and II and Deliverer I Lead. They are differentiated on the basis of the work performed.		
Job Title: Deliverer I	Job Title: Deliverer II	Job Title: Deliverer I Lead
Job Classification Code: 7158	Job Classification Code: 7166	Job Classification Code: 7172
Pay Range: A16	Pay Range: A17	Pay Range: A18
Exemption Classification: Non-exempt	Exemption Classification: Non-exempt	Exemption Classification: Non-exempt
Effective/Revision Date: 08/10/2018	Effective/Revision Date: : 08/10/2018	Effective/Revision Date: 08/10/2018
Job Responsibilities	Job Responsibilities	Job Responsibilities
<ul style="list-style-type: none"> • Deliver and sort mail, library books, packages or other items on a walking route or with a motor vehicle. 	<ul style="list-style-type: none"> • Deliver heavy equipment, furniture, materials, hardware, etc., which require heavy lifting and the operation of heavy trucks and forklifts. Some employees deliver and pick up materials off campus which requires a working knowledge of Bay Area roadways. 	<ul style="list-style-type: none"> • Lead and direct two or more other Deliverers, in addition to performing the duties specified for the Deliverers. • Employees at this level do not have supervisory authority over other employees and are not expected to exercise independent judgment on final decisions regarding quality or quantity of work produced by such employees, or personnel actions such as hiring, promotion, discharge or disciplinary measures.
Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.	Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.	Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.

<ul style="list-style-type: none"> • Deliver mail and materials to assigned location. • Pick up material which has been prepared by others for delivery. • Sort items according to delivery location and route. • Load and unload delivery vehicles. • Record mail information. • Readdress undeliverable mail. May obtain delivery receipts • Load and unload vehicles and may use hand truck, pallet-jack, dolly or forklift • Responsible for reporting any problems which may affect the operation or safety of vehicle and to keep vehicle clean. <ul style="list-style-type: none"> • Use computer terminals or portable devices for information retrieval. • Adhere to safety rules. 	<ul style="list-style-type: none"> • Operate vehicle to deliver items of considerable size and/or weight. • Load and unload items of various weight and sizes into delivery vehicle. • Deliver and pick up materials to on and off campus locations. • Prepare and secure packages for delivery. • Operate large delivery van, truck, pickup and forklift. <ul style="list-style-type: none"> • Conduct safety inspections of large delivery van, truck, pickup and forklift. • Record shipment information. • May assemble acid-free book trays for storage. • May operate forklifts to load and unload vehicles. • May perform any of the duties described in the Deliverer I specification or other duties as assigned. • Adhere to safety rules. 	<ul style="list-style-type: none"> • Assign and explain tasks to workers based on instructions specifications received from supervisor. • Inspect work for conformance with specifications. • Train employees to meet quality and quantity standards. • Advise supervisor of work progress. • Assist supervisors or other employees to solve task-related issues. • Adjust and modify daily route schedules and assignments. • Ensure timely completion and accuracy of all delivery routes. • Promote adherence to safety rules. • May perform any of the duties described in the Deliverer II specification or other duties as assigned.
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Minimum Education and Experience Required	Minimum Education and Experience Required	Minimum Education and Experience Required
High School diploma or equivalent	High School diploma or equivalent and one year relevant work experience or combination of a combination of equivalent education and work experience.	High School diploma or equivalent and three years relevant work experience or combination of a combination of equivalent education and work experience.
Minimum Qualifications	Minimum Qualifications	Minimum Qualifications

<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's license. • Must have basic computer skills • Must be able to use electronic and mobile devices. • Ability to use hand truck, pallet-jack and binding machines. • Ability to read, write and speak English effectively. 	<ul style="list-style-type: none"> • Deliverer II has all of the qualifications described in the Deliverer specification plus the following qualifications: • Special driver's license endorsements appropriate to the job, e.g. hazardous materials certification. • Ability to operate large delivery van, truck, pickup and forklift. • Ability to conduct safety inspections of large delivery van, truck, pickup and forklift. • May require knowledge of Bay Area highways and routes and the ability to read maps. • May require ability to deal with tight time constraints including traffic problems • Ability to work independently and solve problems such as relocation of designated delivery sites. • Ability to package materials according to established procedures. • Ability to move heavy box trucks with materials weighing 50 pounds or more • Ability to qualify for and maintain non commercial Class driver's license with special endorsements as needed. • Working knowledge of office software and email applications and experience in a PC environment. 	<ul style="list-style-type: none"> • Deliverer lead has all of the qualifications described in the Deliverer II specification plus the following qualifications: • Full knowledge of the Deliverer tasks they direct. • Ability to direct the work of others. • Ability to solve task-related problems. • Ability to follow written and/or oral instructions and communicate those instructions to others.
Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required
<ul style="list-style-type: none"> • Valid California Non-commercial Class C Driver's license. • May require OSHA forklift endorsement 	<ul style="list-style-type: none"> • Valid California Non-commercial Class C Driver's license. • Valid California Class II Driver's license. • May require OSHA forklift endorsement 	<ul style="list-style-type: none"> • Valid California Non-commercial Class C Driver's license. • Valid California Class II Driver's license.
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's license. • Must be able to lift boxes, mail bags, packages and tubs weighing 60 pounds, occasionally up to 100 pounds. • Must be able to push and maneuver a fully-loaded cart weighing up to 650 pounds that requires an initial push force up to 70 pounds. • Frequently stand, twist, bend, stoop and squat. 	<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's license and a California Non-Commercial Class 2 Driver's License. • Must be able to lift boxes, mail bags, packages and tubs weighing 60 pounds, occasionally up to 100 pounds. <ul style="list-style-type: none"> • Ability to become certified in the proper use of an automated forklift (order picker). • Frequently perform seated work and drive vehicle. 	<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's license and a California Non-Commercial Class 2 Driver's License. • Must be able to lift boxes, mail bags, packages and tubs weighing 60 pounds, occasionally up to 100 pounds.

~~• Occasionally grasp lightly and forcefully.~~

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<ul style="list-style-type: none"> • Rarely performs desk based computer tasks. 	<ul style="list-style-type: none"> • Occasionally stand, walk, twist, bend, stoop, squat, reach above shoulders, and grasp lightly and forcefully. 	
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Frequently exposed to hot and cold temperature extremes and inclement weather. • Required to wear appropriate uniform. • May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. • Required to wear appropriate Personal Protective Equipment (PPE). 	<ul style="list-style-type: none"> • Constantly exposed to hot and cold temperature extremes and inclement weather. • Required to wear appropriate uniform. • May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. • Required to wear appropriate Personal Protective Equipment (PPE). 	<ul style="list-style-type: none"> • Frequently exposed to hot and cold temperature extremes and inclement weather. • Required to wear appropriate uniform. • May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. • Required to wear appropriate Personal Protective Equipment (PPE).
Work Standards	Work Standards	Work Standards
<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. <ul style="list-style-type: none"> • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr/processes-policies/labor-relations-collective-bargaining 	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. <ul style="list-style-type: none"> • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr/processes-policies/labor-relations-collective-bargaining 	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. <ul style="list-style-type: none"> • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr/processes-policies/labor-relations-collective-bargaining

