

Employment Opportunity

Rosa Iturbide
Human Resources Generalist
509.454.5317
rosa.iturbide@esd105.org

Veronica Naranjo
Human Resources Director
509.454.2858
veronica.naranjo@esd105.org



Notice Of Vacancy

Position: Delivery Driver
Status: Sub
Salary: \$22.97 per hour (starting salary)
Posted Date: November 28, 2022
Starting Date: December 15, 2022 (anticipated)
Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: Open Until Filled

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer

POSITION DESCRIPTION

Placement: 1-0

Job Title: Delivery Driver	Direct Supervisor: Warehouse Supervisor
---	--

The Courier is responsible for processing orders, loading and delivering or picking up materials to be transported to and from the districts and private schools in the ESD 105 Cooperatives.

Essential Job Functions:

- A. Provide courier service to all districts in the ESD 105 Courier Cooperative including:
 - 1. Drive delivery van on assigned route, when needed.
 - 2. Check and service vehicle on regular basis (gas, oil, tires, wash).
 - 3. Load, deliver, pick up, return, and unload materials and equipment circulating between ESD 105 and the school districts on the scheduled courier route.
 - 4. Route incoming mail.
 - 5. Prepare outgoing mail in preparation for delivery.
- B. Deliver and pickup science kits as assigned.

Other Job Functions:

- A. Perform other related duties as assigned.

Qualifications:

Skills, Knowledge and or Abilities

- 1. Ability to provide good customer service to school personnel, the general public, and ESD staff.
- 2. Must have flexible work hours.
- 3. Ability and willingness to work irregular hours including Saturdays to meet job requirements.
- 4. Possess a valid Washington State driver's license.
- 5. Have and maintain a clean and safe driving record.
- 6. Ability to obtain a clean driving abstract.
- 7. Ability to lift, carry and move 50 pounds.
- 8. Ability to load and unload materials and supplies with the use of hand trucks and/or bin jacks.
- 9. Ability to secure items during transport to prevent damage during shipment.
- 10. Ability to operate a three ton truck.
- 11. Truck driving experience preferred.
- 12. Ability to pass background check and work related physical.
- 13. Must be well groomed and have excellent personal hygiene.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 50 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 50 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.