

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: PUBLICATIONS/DELIVERY WORKER**

#### **BASIC FUNCTION:**

Under the direction of the Publications Supervisor, operate finishing equipment to bind, stitch, collate, cut, punch, fold and staple reproduced materials; drive a District vehicle to various locations along assigned routes to deliver completed duplication projects and mailings.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Operate finishing equipment to bind, stitch, collate, cut, punch, fold and staple booklets and other reproduced materials; utilize collators, binders, staplers, hole punches, drills, cutters and other related equipment and machines.

Drive a District vehicle to various locations along assigned routes to deliver completed duplication projects and mailings; load and unload materials; prepare completed projects, mailings and other items for delivery; arrange and schedule deliveries as directed.

Receive, unload and inspect incoming paper and materials; review shipments for accuracy and completeness; verify and match receiving paperwork with purchase orders; shelve and store paper supplies as needed.

Operate a variety of warehouse equipment including forklifts and dollies.

Assist in calculating charges for printing and reproduction orders.

Maintain routine records related to assigned activities.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic operation of finishing equipment including collators, binders, staplers, hole punches, drills and cutters.

Traffic laws, defensive driving techniques and rules of the road.

Proper loading and unloading of trucks.

Basic shipping and receiving procedures.

Health and safety regulations.

Basic record-keeping techniques.

Proper lifting techniques.

Basic mathematics.

**ABILITY TO:**

Operate finishing equipment to bind, stitch, collate, cut, punch, fold and staple booklets and other reproduced materials.  
Drive a District vehicle to various locations along assigned routes to deliver completed duplication projects and mailings.  
Receive and verify accuracy of incoming paper and material shipments.  
Load and unload materials.  
Observe legal and defensive driving practices.  
Meet schedules and time lines.  
Understand and follow oral and written instructions.  
Maintain routine records related to work performed.  
Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experience in a print shop environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a vehicle and finishing equipment.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Seeing to read a variety of materials and monitor printing operations.  
Bending at the waist, kneeling or crouching to retrieve and store supplies.  
Reaching overhead, above the shoulders and horizontally.  
Walking.

**HAZARDS:**

Driving a vehicle during adverse weather conditions.  
Working around or with machinery having moving parts.  
Chemicals used in the printing process.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

*Office-Technical Job Description*

*Adopted by BOT 1/25/03*

*Revised BOT 1/23/06*