Job Title: Delivery Worker I

BCAT Code: 093X13                   Effective Date: April 1, 2007
Pay Grade: G05  FLSA Status: Non-Exempt     Revision Date: July 1, 2013

General Description
Performs entry-level duties, such as the moving, delivery, or assembly of items on campus property, such as furniture, equipment, supplies, trash, recyclable materials, displays and mailings.

Examples of Duties
- Assists in removing surplus items from campus departments or offices.
- Transports large mailings to the Post Office.
- Assists in special projects, such as graduation by setting up and moving furniture.
- Collects recyclable materials from campus buildings.
- Attaches identifying tags or labels to materials, or marks information on cases, bales, or other containers.
- Schedules the routine maintenance of University vehicles and delivers the vehicles for servicing; cleans the vehicles when required.
- Matches the completed receiving reports with the appropriate orders which are to be delivered to the departments; records the delivery of orders onto the delivery log sheet.
- Delivers items to Georgia State University (GSU) satellite offices and departments and obtains the appropriate signatures on the receiving reports.
- Loads and unloads the delivery vehicles with orders to be delivered to campus departments.
- Receives outgoing shipments from campus departments.
- Assists in emergency preparations, such as clearing sidewalks and drives.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of GSU for delivery of property preferred.
- Ability to lift 50 lbs. or more.
- Ability to perform heavy lifting and strenuous manual tasks.
- Ability to operate warehouse and delivery equipment, such as large trucks, forklifts, and hand trucks.

Minimum GSU Hiring Standards
High school diploma or GED. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.