

Distribution Specialist I

Position Details

Class Code: 3021

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, drives a truck or mail van to deliver mail, supplies, and equipment, operates equipment to load/unload items, and performs packing/assembly tasks, as needed.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Drives trucks/vans to schools, departments, warehouses, storage centers, and other Clark County School District locations.
2. Checks items being loaded/unloaded against delivery and pick-up documents.
3. Loads and unloads truck/van.
4. Delivers to locations within buildings, including classrooms, common areas, and offices.
5. Uses software to track and schedule work, as needed.
6. Provides basic assembly, uncrating, and related services for items delivered.
7. Uses warehouse computer to create/complete manifests and document deliveries, pickups, and transfers, as applicable.
8. May operate hydraulic elevators, jacks, forklifts, and skip loaders.
9. May use blocks, tackles, skids, flats, pallets, dollies, and other loading, transporting, and storing devices.

10. Services vehicles/equipment and reports necessary repairs.
 11. Prepares mileage, accident, and damage reports.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Delivers supplies, goods, and equipment by use of a truck.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to drive trucks and related equipment safely/efficiently.
 2. Ability to learn school/office locations.
 3. Ability to learn and apply established procedures.
 4. Ability to perform hard physical labor in varying temperatures and weather conditions.
 5. Ability to perform basic assembly of furniture and equipment.
 6. Ability to pass required medical examinations and vision test.
 7. Ability to work flexible hours/shifts.
 8. Ability to work cooperatively with employees, other agencies, and the public.
 9. Ability to recognize/report hazards and apply safe work methods.
 10. Ability to operate computers and software.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. One (1) year of experience driving any vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more, or any such vehicle towing another vehicle not in excess of 10,000 pounds GVWR.
3. One (1) year of experience using computers and software.
4. Safe driving record.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. A valid Class B commercial driver's license (CDL) that allows the applicant/employee to legally operate a commercial vehicle in Nevada. CDL must be maintained for duration of assignment.
3. Copy of current driving history (must be dated within six (6) months from date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. District-issued forklift certification. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for duration of assignment.

NOTE: Applicants/employees are subject to all aspects of mandatory drug/alcohol testing required by law and District regulations/procedures.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of a valid Class B CDL that allows the applicant/employee to legally operate a commercial vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. District-issued forklift certificate, if applicable.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Office settings (i.e., Purchasing and Warehousing, Maintenance, etc.) and trucks/tractor-trailers with a GVWR of 26,001 lbs. or more. Extensive travel to/from schools and other facilities.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., frequently; 10-50 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued trucks, tractor-trailers, pallet jacks (electrical and manual), two-wheel hand trucks, dollies, forklifts, tie-down equipment, hydraulic lift gates, dock plates, radios, gasoline/diesel fuels, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County

School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/15/23
- Created: 03/24/14