



Job Specification

Job Title: Delivery Worker I
BCAT Code: 810X AN
Pay Grade: G05

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs entry-level duties that involves the moving, delivery, or assembly of items on campus property. Items may include furniture, equipment, supplies, trash, recyclable materials, displays and mailings.

Examples of Duties

- Assists with removing surplus items from campus departments or offices.
- Transports large mailings to 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 routine maintenance for university vehicles and delivers them for servicing. Cleans vehicles when required.
- Matches completed receiving reports with appropriate orders to be delivered to departments. Records delivery of orders onto delivery log sheet.
- Delivers items to GSU satellites offices and departments and obtains appropriate signatures on receiving reports.
- Loads and unloads delivery vehicles with orders to be delivered to campus departments and receives outgoing shipments from campus departments and transports to locations to be prepared for outgoing shipment.
- Assists in emergency preparations such as clearing sidewalks and drives.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of Georgia State University 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. Valid Georgia Driver's License.

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.