



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Driver and Property Assistant – Procurement

**Prepared Date:** 02/14/2022

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### **JOB GOAL:**

To effectively and efficiently perform the work functions and responsibilities associated with this position. To work in a harmonious and cooperative manner with all members of the District to accomplish the mission of this Department and the District, while always being aware of the need to observe safety procedures, safeguard and protect district vehicles and property, and always display conduct that reflects in a positive manner upon the District.

### **NOTE:**

Each applicant will be required to review and sign a Position Analysis Survey (in accordance with ADA).

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 day) contract, Pay 802 Grade 04, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. High School graduate desired.
2. Valid Arkansas driver's license with good driving record.
3. Aptitude and experience in operation of trucks through two-tons, and warehouse operations involving shipping, receiving, stocking, inventory management and forklift operations.
4. Must be familiar with the Little Rock area and streets.
5. Good physical health and ability to perform lifting, stacking and loading heavy supply and material loads. Irregular work hours periodically required.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains proper personal appearance and conduct.
2. Operates district vehicles in a safe and efficient manner at all times.



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3. Performs preventive maintenance daily on assigned vehicle.
4. Assists in distribution of excess property as directed by the Property Distribution Specialist.
5. Assists in coordination of district excess property auctions.
6. Assists in physical inventory of the excess properties warehouse.
7. Allows no unauthorized person or persons access to the vehicle or its contents. No passengers or riders except as permitted by proper authority.
8. Assists as directed in central warehouse operations involving receiving, stocking inventory and general warehouse housekeeping operations to include outside custodial activities.
9. Performs mail distribution and courier service when directed.
10. Assumes responsibility for proper accounting, security, packing and loading of materials during the entire distribution process to include delivery of materials in a neat, organized and undamaged condition.
11. Secures materials for delivery in such a manner to preclude any damage due to movement or shifting of load during transit.
12. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.