

**Killeen Independent School District  
Job Description**

**Job Title:** Property Management Driver/Warehouse Worker  
**Department:** Property Management  
**Reports To:** Lead Property Management Warehouse Worker  
**FLSA Status:** Non-exempt

**SUMMARY:**

Assists in the warehouse operation of receiving, storing, and issuing. Delivers supplies, equipment, textbooks, furniture, and supports new school setup. Removes excess, obsolete, broken, and/or recyclable materials from District facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties that may be assigned:

Performs deliveries of books, general supplies, and other distribution throughout the district.

Picks up property from District facilities that require relocation, deemed excess, obsolete, or recyclable.

Inspects vehicles for mechanical and safety defects before and after each operation and prepares work orders for needed repairs. Checks fuel and gauges before departure.

Observes all traffic laws and safety regulations.

Operates electric or manual pallet jack, forklifts, and work assist vehicles.

Secures cargo prior to transport.

Follows assigned routes and adheres to established schedules.

Completes work orders to maintain property accountability and turns in paperwork to Warehouse Lead; obtains signatures for all deliveries.

Reports all delays, accidents, vehicle damage, and passenger injuries to the Warehouse Supervisor.

Keep the assigned vehicle clean, inside and out.

Assist the Property Management staff with coordinating, packing and staging pallets of items to be delivered to Campuses/Departments as needed.

Performs additional duties as a Property Management Warehouse Worker, loading and unloading of delivery trucks as needed.

Performs other tasks as may be assigned by the Property Management Coordinator or Supervisor.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Texas Commercial Driver's License (Class B) with air brake endorsement or be able to obtain the Class B commercial Driver's License within 120 days of being hired.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear; to walk; to stand; to sit; to climb and balance; to use hands to finger, handle, or feel; and to reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus during the hours of daylight and darkness.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic

or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:**

Must be 18 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually).

**OTHER SKILLS AND ABILITIES**

Ability to operate light truck (Less than 26,000 lbs.) Use computer, bar code reader, and scanner. Ability to use word processing and spreadsheet applications, conduct research on the Internet, and send and receive e-mail messages. Ability to use hand tools, forklift, ladder, dolly, scaffolding, pallet jack (electric and manual), and hand truck.

**Reviewed/Revised Date:** June 5, 2024

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.