

DELIVERY DRIVER

Recruitment #1811-1424DC-001

List Type	Transfer/Promotional
Requesting Department	HEALTH DEPARTMENT
Open Date	11/9/2018 4:50:00 PM
Filing Deadline	11/26/2018 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

Under the direction of the Mechanical Maintenance Supervisor, the Delivery Driver performs courier service for mail, medical records, lab specimens, and various supplies and equipment to all Milwaukee Health Department locations, other City departments, laboratories, and other related community health sites.

ESSENTIAL FUNCTIONS

- Safely drive and operate a City-owned, one-ton, panel truck.
- Make scheduled and unscheduled pick-ups and deliveries.
- Deliver and pick up medical records, lab specimens, medications, various supplies and equipment.
- Process listed materials, and load/unload vehicle inventory, taking caution with delicate and/or hazardous materials.
- Maintain chain of custody with vaccines and other materials.
- Oversee safe, complete and confirmed delivery of all items.
- Handle customer inquiries and complaints in the field relative to delivery schedule, inventory, and chain of custody; refer complex issues to supervisor.
- Enter and retrieve data pertaining to deliveries and pickups in order to substantiate chain of custody and verify inventory control.

CONDITIONS OF EMPLOYMENT

Delivery Drivers must be able to do the following

- Ability to lift and move objects weighing 50 pounds or more occasionally, up to 20 pounds frequently, and up to 10 pounds consistently.
- Must be able to work varying shifts, including weekends and holidays.
- Must be able to work outdoors in all types of weather conditions for extended periods of time.
- Must be able to perform duties related to custodial work and snow removal.
- Work beyond assigned shifts in the event of a public health emergency response.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Valid driver's license at time of application, throughout the selection process and throughout employment.
3. Good driving record at time of application, throughout the selection process and throughout employment. Driving record will be checked during the selection process, prior to the job offer and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to safely operate related vehicles and obey all traffic laws.
- Customer service skills to be able to work effectively with diverse groups of people inside and outside the organization.
- Knowledge of safe work procedures and basic safety precautions.
- Ability to obtain, secure and monitor inventory.
- Ability to read and interpret City Street maps, safety materials, and instructions.
- Ability to make sound judgment in the field.
- Ability to follow written and verbal directions.
- Ability to plan, organize, and prioritize workloads in order to meet deadlines.
- Ability to monitor traffic to ensure safe conditions while working.
- Ability to read, interpret, and learn departmental rules, policies, and procedures.
- Ability to work cooperatively and fairly with coworkers and patrons whose background may differ from one's own.
- Ability to work independently and diligently.
- Ability to maintain accurate records.

- Honesty and integrity and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (8EN) for City of Milwaukee residents is \$37,079-\$41,565 annually, and the non-residents salary range is \$36,170-\$40,545. *Appointment will be made in accordance with the provisions of the salary ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Health Department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

Note: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 803

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.