

City of Los Angeles

Los Angeles Convention Center Department

Administrative Services Division

PART-TIME DELIVERY DRIVER

HOURS:

Work hours are scheduled on an as needed basis, not to exceed 1040 hours per service year. The work schedule may vary during the week, with no minimum guarantee of hours per week or per service year. This position is exempt from Civil Service.

DUTIES:

1. Drives an automobile, station wagon, van, panel truck, pick-up truck or other light vehicle in picking up and delivering Department and U.S. mail, packages, documents and other items usually weighing less than 50 pounds to and from the Department and to various locations throughout the greater Los Angeles area.
2. May load and unload supplies, furniture and, with mechanical assistance, heavy equipment parts. May perform basic warehouse duties.
3. Delivers mail and supplies throughout the Convention Center using an electric cart and on foot.
4. May maintain logs of driving activities and perform stockroom and clerical duties, such as inventory checks, restocking supplies, typing and answering phones.

POSITION REQUIREMENTS:

1. A valid California Driver's License and a good driving record are required to be considered in the interview process and must be maintained during the term of employment.
2. Proof of identify and a legal right to work in the United States is required prior to appointment.
3. All appointments are subject to a medical examination administered by a City of L.A. Physician and a Department of Justice background check.
4. Must be at least 18 years of age.