

NC State Parks Warehouse

Warehouse Assistant/Delivery Driver

Hours

40 hours a week, Monday - Friday 7:30 – 4:30, one hour lunch, hours may vary with occasional 10-hour days.

Pay

\$10 per hour. This position is an eleven month position with one month leave required. This position does not include benefits or sick/annual leave.

Description of Work

The Warehouse Seasonal Assistant/Delivery Driver is responsible for delivering NC State Parks and Recreation's supplies to park units throughout the state. This involves accurately pulling and loading supplies onto delivery truck(s) per park orders, driving delivery truck to park locations, unloading park supplies on-site, and obtaining verification of order accuracy. This position is responsible for transporting state surplus from division locations to the appropriate state surplus facility and moving division equipment and supplies to new locations as needed. This person will be responsible for receiving supplies and verifying order accuracy and packing slips. This person will assist with inventory processes and administrative duties, including vehicle use logs, documentation of surplus property, etc. The Assistant/Driver is also responsible for upkeep and general maintenance of warehouse facility, vehicles, including janitorial duties, grounds maintenance, mowing and trimming, pressure washing, etc. This position will be required to assist other division personnel as needed.

Knowledge, Skills and Abilities

Requires physical strength sufficient to move heavy objects and to work at heavy manual tasks for considerable periods of time. Must be able to lift 30lb or greater. Must be able to work in non-climate controlled environment. Must be able to drive for extended periods, and must be able to follow written and verbal instructions.

Additional Requirements

Condition of employment - must have a valid NC driver's license and bank account. Drug testing may be required. Minimum age 18. Must have the ability to obtain and maintain forklift operation certification.

Complete and sign a NC State Employment Application (PD-107) found at [NC Employment Application PD-107](#) and mail to NC State Parks Warehouse, 467 State Park Road, Apex, NC 27523. Applications must be received prior to February 9, 2018.