



For the future of every student

CLASS TITLE: MAIL COURIER

BASIC FUNCTION:

Under the direction of the Director-Purchasing, drive a vehicle to various locations to pick up and deliver mail, packages and various materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a vehicle to various locations to pick up and deliver mail, packages and various materials such as educational materials and checks; assure proper and timely collection and distribution of mail, packages and materials.

Load, unload, collect and distribute supplies and materials; operate hand truck; prepare, sort, pack and organize outgoing deliveries and collected materials; assure materials and equipment are secure during transportation.

Review and verify accuracy of deliveries; assure deliveries comply with site specifications; obtain signatures for deliveries as needed.

Pick up, sort and distribute outgoing mail and packages according to established procedures; process, sort and place inter-office and incoming mail in appropriate departmental or individual mailboxes.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Determine appropriate destination for incoming mail and packages as necessary; resolve related issues and discrepancies; contact other departments for assistance as needed.

Deliver US mail to post office and ship parcels and packages at the UPS office as needed.

Maintain delivery vehicle and assigned work areas in a neat, clean and orderly condition.

Inspect delivery vehicle to assure proper operating condition; arrange for vehicle maintenance and repairs as needed.

Maintain various records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and procedures used in the pick-up and delivery of mail and materials.

Traffic laws, defensive driving techniques and rules of the road.

Proper loading and unloading of trucks.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Health and safety regulations.
Record-keeping techniques.

ABILITY TO:

Drive a vehicle to various locations to pick up and deliver mail, packages and various materials.
Assure proper and timely collection and distribution of supplies and materials.
Load, unload, collect and distribute supplies and materials.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Observe legal and defensive driving practices.
Maintain various records related to work performed.
Work independently with little direction.
Learn designated routes and pick up and delivery locations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and one year warehouse, delivery or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Reaching overhead, above the shoulders and horizontally.
Hearing and speaking to exchange information.
Bending at the waist, kneeling and crouching.
Seeing to read a variety of documents.
Walking.

HAZARDS:

Traffic hazards.