



COURIER

Classification: Courier

Location: Maintenance

Reports to: Custodial Operations Supervisor

FLSA: Non-Exempt

Employee Group: SEIU

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Processes and delivers district mail and internal distributions. Performs a variety of activities in the receipt, storage, distribution, and delivery of such items as supplies, materials, textbooks, furniture, and equipment. Operates motor vehicles including light trucks in performing the above functions.

Part II: Supervision and Controls over the Work

Work is performed in accordance with directions and schedules provided by the supervisor. Driving and delivery procedures are consistent with district policies and procedures, equipment safety rules, traffic safety rules, laws, and regulations with which the driver is expected and required to be completely familiar and in compliance with. Work is evaluated for safety, procedural compliance, safe equipment operation, timeliness, and loss of damage or spoilage.

Part III: Major Duties and Responsibilities

1. Transports and delivers a variety of supplies and materials (e.g., mail, print materials, equipment, furniture, etc.).
2. Stores, organizes and rotates stock utilizing proper storage methods and procedures.
3. Prepares, sorts, packs, and loads mail, supplies, materials, products, and furniture for delivery.
4. Loads, operates, and unloads delivery vehicles containing a variety of supplies, materials and equipment.
5. Conducts pre-trip and post-trip inspection (clean vehicle, including interior/exterior sweeping and washing).
6. May assist in maintaining storage areas and equipment in a neat, clean, orderly and safe manner.

7. Completes legible and accurate forms, records, timesheets, trip reports, mechanical trouble reports, accident reports, and other related activities as may be required.
8. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Knowledge of laws, codes, rules, policies and regulations relating to vehicle operation.
4. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with internal and external parties.
5. Effective oral communications; ability to prioritize work, and knowledge and skill in the use of office technology.
6. Ability to communicate in person by radio, electronically and over the phone. Ability to use computers to respond to e-mail, create work orders, and use district web-based systems.
7. Ability to work both independently and cooperatively.
8. Possess a current Washington state driver's license and possess and maintain a safe driving record.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or 70 pounds and must be able to lift and move greater weights using appropriate equipment.

Required to work in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.