



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	DRIVER / COURIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8832
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing pickup and delivery service of mail to and from the post office for the VanHoose Education Center; acts as courier for the VanHoose Education Center; makes daily bank deposits and picks up tax checks as necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides driver maintenance and operates assigned vehicle
- Picks up and delivers mail between the VanHoose Education Center and the post office
- Acts as courier for the VanHoose Education Center for in-town and out-of-town pickup and delivery
- Makes daily bank deposits and picks up tax checks as required
- Assists in the VanHoose Center Mailroom as needed
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Licensed to operate a vehicle
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of Board Policy
- Knowledge of unit, department and school locations
- Experience in a diverse workplace