



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

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| JOB TITLE: | DRIVER / COURIER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | 260 DAYS |
| 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