

School District 145 - Waverly Human Resources

Job Title: District Courier

Location/Department: District

FLSA Status: Non-Exempt ▾

Physical Class: Medium Duty ▾

Number of Workdays: 12 month

Terms of Employment: At Will Position ▾

Employment Classification: Regular ▾

Evaluation: District 145 Business Manager

It is the policy of District 145 to not discriminate on the bases of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical conditions, or other protected status in its educational programs, admission policies, employment policies, or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

Requirements

Education Level High school degree or GED. Valid driver's license.
Certification:

Essential Functions: The essential functions of the District Courier position include:

1. Regular, dependable in person attendance on the job.
2. The ability to perform the identified tasks and performance responsibilities listed below.
3. The ability to perform the following physical requirements.

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned department or school.

Job Overview: A District Courier is responsible for collecting, sorting, and delivering mail, packages and other items to district buildings.

Key Responsibilities:

- Collecting incoming mail from the US Postal Office, Monday thru Friday at 10:00 AM.
- Sorting and delivering mail and packages to district buildings.
- Collecting mail from district buildings and the distribution of inter-school approved communications.
- Delivering the outgoing mail to the US Postal Office, Monday thru Friday by 2:00 PM.
- Pick up parts or supplies ordered or requested by maintenance or transportation staff, as requested and approved by the business manager.

Physical Requirements District Courier					
E - Essential NE - Non:Essential		Item is not a requirement of the job	Occasional - up to 33% of time	Occasional/Frequent - up to 33% of time	Frequent - between 34% - 66% Continuous - over 66% of time
		NE	NE	E	E
Stamina					
1. Sitting					X
2. Walking					X
3. Standing					X
4. Sprinting/Running		X			
Flexibility					
5. Bending or twisting at the neck more than the average person				X	
6. Bending or twisting at the trunk more than the average person				X	
7. Squatting/Stooping/Kneeling				X	
8. Reaching above the head				X	
9. Reaching forward				X	
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)				X	
12. Hand/grip strength					X
13. Driving on the job					X
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a jar lid)					X

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16. Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements					
17. Lifting up to 10 pounds					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead			X		
18. Lifting 11 to 25 pounds					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
20. Lifting 51 to 75 pounds					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
21. Lifting 76 plus pounds					
Floor to waist		X			
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds				X	
24. 51 to 75 pounds				X	
25. 76 to 90 pounds			X		
26. Over 90 pounds			X		
Carrying					
27. 10 to 25 pounds				X	
28. 26 to 50 pounds				X	
29. 51 to 75 pounds			X		
30. 76 to 90 pounds		X			
31. Over 90 pounds		X			

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