



“Maintain an Environment Where Students Can Learn and Succeed”

Job Description

Mail Courier – Maintenance Department

Summary: To pick up, transport, and deliver mail, supplies, equipment, and other items to and from District offices, school sites and post office. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the timely pick-up and delivery of District mail, supplies, and equipment and for the accurate and timely processing of District mail in accordance with U.S. Postal Department standards and regulations.

Duties and Responsibilities:

- Drives a District vehicle picking up and delivering inter-school and miscellaneous district mail, materials and supplies
- Loads and unloads supplies, materials and equipment with the use of a dolly
- Maintains delivery and pick-up schedules in accordance with established standards
- Runs errands and makes special deliveries, as needed
- Picks up and delivers U.S. and inter-school mail from post office, District Office and school sites.
- Calculates US Postal shipping and postage costs. Maintains mail machines. Completes bulk mailings.
- Monthly check of Fire Extinguishers in District
- Quarterly check of AED equipment
- Maintains janitorial supplies and deliver to school buildings
- Performs related duties as required

KNOWLEDGE OF:

Computerized Maintenance Management System (CMMS)

Strong organizational skills

School rules and regulations

Traffic safety procedures

Safe driving practices

ABILITY TO:

Read and write at a level sufficient to successfully perform required job duties

Calculate US postal services shipping and postage costs.

Meet the physical requirements necessary to successfully perform required job duties

Stoop, bend, kneel and lift packages up to 50 pounds, assist lift over 50 lbs

Maintain effective work relationships with those contacted in the performance of required duties

Maintain valid DMV license