

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	District Courier II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Purchasing	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-35/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, plan and coordinate the mail room activities and provide mail delivery and courier services throughout the District on an assigned route in a reasonable, timely manner to provide high quality services for schools and departments; participate in the daily mail sorting and processing and delivery activities; provide instruction and clear work directions to assigned staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan and coordinate the mail room activities and schedules to meet delivery needs and time lines. *E*

Resolve issues, concerns or questions regarding mail and instructional material delivery and scheduling; confer with U.S. Postal Services representatives and Pre Sort Center regarding new postal regulations and rate changes. *E*

Provide instruction and clear work directions to assigned staff; communicate concerns and changes with respect to workload; make recommendations concerning staff, assignments, and schedules. *E*

Drive a delivery vehicle on an assigned route to perform mail and courier services; pick up and deliver instructional and educational materials, money, payroll and mail in a reasonable, timely manner to provide high quality services to meet the needs of the sites and departments; load and unload van. *E*

Sort and process mail for delivery to the sites, departments and outside agencies in a reasonable, timely manner to meet the needs of the District; coordinate, schedule and implement the safe delivery of payroll and daily cafeteria receipts. *E*

Maintain accurate records of receipts and deliveries. *E*

Perform basic services on vehicles as needed such as: pre-trip inspection and refuel vehicle including adding fluids as needed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of delivery or courier experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Postal regulations and rate changes.
- Mail and postage terminology.
- Proper operation of postage meters and related equipment.
- Traffic laws, defensive driving techniques and rules of the road.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Map reading techniques.
- Proper loading and unloading techniques.
- Basic methods and practices used in delivering supplies and equipment.
- District goals.

ABILITY TO:

- Coordinate, instruct and provide direction and guidance to assigned staff.
- Read, interpret, apply and explain U.S. and District mailing rules and regulations.
- Drive an assigned vehicle to pick-up and deliver mail and materials.
- Accurately maintain routine records.
- Learn District geography.
- Work independently with little direction.
- Plan routes for destination.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, prioritize, and meet schedules and time lines.
- Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
- Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.
- Apply integrity and trust in all situations.
- Actively participate in meeting District goals.

WORKING CONDITIONS:

ENVIRONMENT:

Mail room and delivery van work environment; driving a delivery van to conduct work; driving a vehicle during adverse weather conditions; exposure to fumes from vehicle and equipment operation.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate equipment or sort mail; climbing stairs; sitting or standing for extended periods of time; walking; carrying, pushing or pulling packages and hand trucks; bending at the waist; lifting heavy objects; reaching overhead, above the shoulders and horizontally.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date

DistCourierII MEY 7/29/09