

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	District Courier	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Purchasing	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-33/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, provide mail delivery and courier services for schools and departments throughout the District on an assigned route; drive a delivery van to District sites to pick up and deliver instructional and educational materials, money, payroll and mail in a reasonable, timely manner to meet the needs of the students, staff, sites and departments; assist with daily mail sorting and processing activities.

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.)

Perform mail and courier services for schools and departments throughout the District on an assigned route to serve the needs of students and staff; meet schedules and time lines. *E*

Drive a delivery vehicle to District sites to pick up and deliver instructional and educational materials, money, payroll and mail in a reasonable, timely manner; load and unload van. *E*

Sort and process mail. *E*

Resolve issues, concerns or questions regarding mail and instructional materials. *E*

Maintain related records of receipts and deliveries. *E*

Provide for vehicle maintenance and inspect pre-trip vehicle to ensure proper operating condition; provide minor services and operate assigned vehicles. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of delivery experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper loading and unloading techniques.

Basic methods and practices used in delivering supplies and equipment.

Basic record-keeping techniques.

Traffic laws, defensive driving techniques and rules of the road.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Map reading techniques.
District goals.

ABILITY TO:

Drive an assigned vehicle to pick-up and deliver mail and materials.
Observe legal and defensive driving practices.
Maintain accurate routine records.
Lift heavy objects
Learn District geography.
Work independently with little direction
Plan routes for destination and meet schedules and time lines.
Analyze situations accurately and adopt an effective course of action.
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 trustworthiness in all situations.
Actively participate in meeting District goals.

WORKING CONDITIONS:

ENVIRONMENT:

Mail room and delivery vehicle work environment; driving a delivery vehicle 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, climbing stairs; sitting for extended periods of time; walking; carrying, pushing or pulling packages and hand trucks; bending at the waist; dexterity to operate a vehicle and other equipment; reaching overhead, above the shoulders and horizontally; lifting heavy objects.

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