



Asst 2 / Courier

Purpose Statement

The job of Asst 2 / Courier is done for the purpose/s of transporting items (inter-district mail, instructional materials, notices, etc.) to and from various District locations; loading, unloading, and delivering items; and maintaining delivery vehicle.

This job reports to Manager District Media Services

Essential Functions

- Loads delivery vehicles for the purpose of ensuring that all items and supplies are properly secured.
- Maintains a variety of manual records for the purpose of providing accurate information to various District locations.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, inspection, etc.) for the purpose of ensuring safe operation of vehicle.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares items for delivery for the purpose of ensuring that items arrive in acceptable condition.
- Transports a variety of materials to and from District units (e.g. mail, supplies, purchase orders, transportation request,s instructional materials, etc.) for the purpose of improving and facilitation communication and services between District locations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using materials handling equipment and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: materials handling and storage; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking,

and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is not required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2