

WASHINGTON ELEMENTARY SCHOOL DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Courier

GRADE:		POSITION CONTROL:
A	1	
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Purchasing	Director of Purchasing	Non-exempt
CLASS SUMMARY: Under general supervision,		

DUTY NO.	ESSENTIAL DUTIES	FRE-QUENCY	BAND/ GRADE
1.	Facilitates the mail distribution, including loading and unloading vehicle, picking up mail and other items from administrators, schools, and departments, sorting mail, delivering and transporting mail and confidential materials, and other items to appropriate schools, departments, homes, and outside organizations. Maintains receiving and distribution activity log, including documenting delivery time and place and gathering appropriate signatures. Communicates with constituents regarding distribution.	Daily 35 %	A1
2.	Assists in processing and distribution of supplies, equipment, and printed materials to schools and departments. Performs distribution function by loading and unloading vehicle, driving vehicle, and operating other equipment. Ensures that department, school, vendor and other responsible parties sign off on courier log sheets. Ensures that log sheet and other appropriate documentation is filed and accessible when questions arise. Identifies all supplies and cross references purchase order numbers to ensure the proper delivery of supplies.	Daily 30 %	A1
3.	Operates delivery vehicles and equipment assigned to the courier position. Inspects assigned vehicles and equipment before each operation for mechanical or safety defects and reports any such defects prior to usage of assigned vehicles to the District Garage. Cleans vehicles and equipment to maintain neatness. Reports any and all citations issued by police agencies for moving violations.	Daily 30 %	A1
4.	Assists in the return of merchandise process for intra-district and vendors. Obtains documentation for proper return of items from user.	Weekly 5 %	A1
5.	Assists the materials supervisor in conducting the annual materials management supply inventory by tallying units of all items, documenting any discrepancies, and making adjustments..	Annually %	A1
6.	Performs other duties as required.	As Required	

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REQUIRED QUALIFICATIONS:

To be eligible for this position, an applicant must meet the following required qualifications. In addition, verification of these required qualifications is necessary.

- High School diploma or equivalent (G.E.D.) prior to being hired.
- Valid Driver's License

PREFERRED QUALIFICATIONS:

It is preferred that applicant possess the following preferred qualifications; however, the following qualifications are not required to be eligible for this position.

- Two years of warehousing experience;
- One year of computer experience;
- Valid Commercial Driver's License;
- Valid Forklift Certification.

KNOWLEDGE AND SKILLS REQUIRED:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills required, but not limited to, for this position include:

- Operating warehouse equipment including forklifts, pallet jacks, hand trucks, banding machines and hydraulic lifts;
- Applying inventory control techniques and material distribution;
- Knowing types of equipment used in warehouses including forklifts, pallet jacks, hand trucks, banding machines and hydraulic lifts;
- Handling difficult and diverse people and situations;
- Reading and interpreting rules, instructions, manuals, and directions effectively;
- Engaging and encouraging communication skills while interacting with supervisors, staff, students, etc. to exchange information.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to climb or balance. The employee is frequently required to sit while operating vehicles. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.