

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: MAIL DELIVERY WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, operates a district vehicle in picking up mail, paychecks and other materials for delivery to various schools and work sites within the school district.

ESSENTIAL FUNCTIONS:

Operates a district motor vehicle in the performance of assigned duties and responsibilities.

Picks up mail, paychecks and other materials for interdistrict transfer between the central administrative offices and the various school sites.

Sorts mail for distribution; readdressing it, as necessary, for prompt delivery.

OTHER REPRESENTATIVE DUTIES:

Stamps outgoing mail by hand or use of a postage meter.

Weighs mail to determine appropriate postage.

Maintains mileage and other records.

Delivers out-of-district mail to the U.S. Post Office, as necessary or required.

Maintains assigned vehicle in a clean and safe operating condition; sweeping, washing, and cleaning the vehicle, as well as checking fluid levels and refueling it.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Business Services Supervisor. Provides no work direction to others.

Internal Contacts: Regular contact with accounting and other district office personnel, school site administrators and clerical personnel.

External Contacts: Occasional contact with U.S. Postal Service employees.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

KNOWLEDGE OF:

Safe and defensive driving practices.

Proper operation of a district vehicle.

Applicable traffic laws, codes, and regulations.

Inter-personal skills; using tact, patience and courtesy.

Record-keeping techniques.

Basic arithmetic.

ABILITY TO:

Operate a vehicle in a safe and efficient manner.

Observe legal and defensive driving practices.

Learn and follow designated routes and time schedules.

Lift and/or move objects weighing up to 50 pounds without assistance.

Maintain routine records.

Understand and follow oral and written directions or instructions.

Communicate effectively with others.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret and follow rules, regulations, policies and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

PHYSICAL DEMANDS:

A person employed in this classification is frequently required to stand, walk, and sit; to use hands to finger, handle or feel; to reach with hands and arms; to stoop, kneel, or crouch; as well as to talk and hear; must regularly lift and/or move items weighing up to 20 pounds, and sometimes lift or move items weighing up to 50 pounds, without assistance; requires specific vision abilities, including close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Drivers License and insurability by the District's liability insurance carrier. A Department of Motor Vehicles H-6 driver's history is required at the time of application.

