

LEAD COURIER

Maintenance and Custodial Services Department



Purpose:

The Lead Courier performs a variety of duties associated with delivery of products, materials and interschool/departmental mail to all schools and departments throughout the District, as well as private and public agencies. The Lead Courier provides technical assistance to and coordinates the work of other employees so that staff and students receive materials and resources necessary to have schools/programs operate effectively and efficiently. The Lead Courier also provides lead direction to less experienced couriers; assists Maintenance Services Supervisor in determining delivery priorities; and assists in providing work assignments and training to crews.

Reports to: Administrator or Maintenance Services Supervisor

Nature & Scope:

The Lead Courier works independently, performing tasks initiated by receipt of work orders through a central work order system. The Lead Courier must coordinate and facilitate workflow, problem-solve, and make independent decisions in alignment with guidance, training, and established procedures. and timelines of performing tasks are usually left to the judgment of the employee with an administrator or supervisor giving occasional instructions, advice and final decision-making. The nature of the work requires adherence to District policies, procedures, and regulations. The Lead Courier interfaces and problem-solves with school administrative staff, teachers, maintenance personnel, non-licensed school staff, colleagues, students and visitors. Because this job involves frequent interaction with administrators, staff and students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have supervisory responsibilities, but may provide guidance and training to new or substitute couriers.

Distinguishing Characteristics:

This Lead Courier is distinguished from the Moving and Mail Courier positions by the performance of advanced level activities and responsibilities. The Lead Courier is differentiated due to the responsibilities to guide and direct the work of the Moving and Mail Couriers, while establishing efficiencies and a high level of service throughout the Department.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission.

2. Plans, oversees and performs scheduling, sequencing and priority of department work assignments. Reviews work of both Mail and Moving Couriers.
3. Reviews and closes work orders for all Moving Couriers.
4. Reconciles monthly work order report for Maintenance Services Supervisor.
5. Participates on interview committee when hiring new Couriers and Mail Couriers.
6. Coordinates assignments and projects with appropriate personnel and provides on-site direction to crews, when needed.
7. Submits requests for supplies, equipment and personnel. Prepares work records, inventory records and reports.
8. Provides training to employees in use and care of equipment and tools, and methods and standards related to courier activities including proper safety standards and practices.
9. Delivers goods and surplus goods from warehouse to schools and other departments such as: science bins, music cabinets, wrestling mats, Nutrition Services equipment, Special Ed equipment and supplies, cleaning supplies and machines for custodial department, and electronic equipment for AV etc.
10. Works with Maintenance Supervisor to coordinate surplus stock deliveries to local surplus warehouses.
11. Ensures timeliness of delivery.
12. Picks up from schools: surplus furniture, computers, books, equipment to recycle or redistribute to other locations throughout the District.
13. Organizes and maintains current warehouses.
14. Performs teacher moves throughout the summer and as necessary during the school year.
15. Works with Maintenance Department summer employees to complete time-sensitive summer work.
16. Picks up and delivers computer equipment for repair.
17. Supports Maintenance Department by: picking up rush deliveries, transporting gas cylinders, water heaters and other repair items necessary for the maintenance of schools.
18. Transports sensitive materials throughout District such as student records, employee records and confidential records from Central Office to secure records storage room.
19. Delivers library books to IT for bar scanning and redistributes out to schools.
20. Relocates food from various schools to central freezer when repairs are required in the schools.
21. Moves freezers, warmers, milk coolers, and other general kitchen supplies throughout the District for Nutrition Services.
22. Provides staff moves for District departments.
23. Moves all furniture and equipment for the annual ESY summer program.
24. Picks up out-of-District donations from private and public agencies for distribution to schools and District departments.
25. Picks up and delivers support materials and sets up and tears down for District events.
26. Sets up District budget meetings, business meetings and other events as scheduled throughout the year.

27. Provides back up support for Moving Courier or Mail Couriers who pick up supplies and equipment and/or deliver the inter-school/ departmental mail.
28. Coordinates loading and unloading of District vehicles to assure safe and timely delivery of materials.
29. Arranges for delivery of all obsolete electronics to local recycler.
30. Works with Maintenance Department Coordinators for set up and delivery for time sensitive construction projects.
31. Uses and operates large power equipment such as forklifts, pallet jacks, lift gates and trucks.
32. Attends training courses as required and responds to instructions both on the job and in training classes.
33. Communicates with custodial foreman in schools to logistically determine location of goods to be moved and best path of travel, so risk to staff and students is kept to a minimum.
34. Takes appropriate action to resolve immediate safety issues and to ensure a safe and efficient working environment.
35. Inspects vehicles and arranges for basic maintenance of all courier vehicles.
36. Maintains regular and consistent attendance and punctuality.
37. Learns and utilizes new tools and technologies as needed by the District.
38. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
39. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma, or G.E.D.
2. Must be 21 years of age or older.
3. Must possess a valid Oregon or Washington driver's license.
4. Must be able to pass a physical exam.
5. Must be able to pass a criminal background check.
6. Three years of general delivery experience. In lieu of this, any combination of experience and training that would provide the applicant with the desired skills, knowledge, and ability to perform the job.
7. Must be able to operate vehicles up to 26,000 lbs including but not limited to box trucks, vans, and refrigerated trucks.
8. Must occasionally be able to lift up to 100 lbs. with an average of 50 lbs.
9. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.
10. Must be able to operate both manual and automatic transmissions.

11. Must be able to pass certification to operate a forklift, electric and manual pallet jacks and other power equipment.
12. Must demonstrate safe driving practices and traffic laws.
13. Must possess a satisfactory driving record.
14. Must be able to work with accuracy and attention to detail to meet deadlines.
15. Must read, understand and follow multi-step written and verbal instructions in English.
16. Must be able to perform basic math calculations.
17. Upon hire, must demonstrate understanding of basic health standards to comply with District and State regulations and demonstrate an understanding of safety practices and procedures.
18. Must understand and be able to execute oral and written instructions, policies and procedures.
19. Must be able to comply with District and State regulations as they relate to District buildings and safety.
20. Must demonstrate flexibility to changing working environments.
21. Must possess a valid Food Handler Card.

Working Conditions:

The Lead Courier position works both indoors and outdoors, working in all kinds of weather, and often in the dark. Travel to different locations may occur during heavy rain and moderate snow periods. Most of the Lead Courier's work-time involves undertaking activities while standing, walking, or driving. The incumbent will frequently stand, but will also walk, climb stairs, sit, push, pull, bend, stoop, kneel, and reach in the normal course of their workday. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 50 lbs. by him/herself and lift more than 50 lbs. with assistance.

The work environment is often quiet, but the work environment will also frequently include moderate to loud noise. Potential exposures and hazards include but are not limited to: chemicals, fumes, communicable diseases, sharp objects, power/hand-operated equipment and machinery, pinch points, odors, slippery surfaces.

Work Year: 260 Days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 10, 2016

Date Revised: June 20, 2024

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.