

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MAIL COURIER/DELIVERY DRIVER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform duties related to the distribution, shipping and receiving of mail, supplies and materials; participate in mail sorting and processing; drive a District vehicle to various locations to pick-up and deliver mail, payroll items and other goods according to established policies, routes and time lines as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform duties related to the distribution, shipping and receiving of mail, supplies and materials; assure mail, deposits, payroll items and other supplies and materials are delivered in a timely manner.

Drive a District delivery vehicle on a regular route to various schools, District sites and the warehouse to pick up and deliver mail, small parcels and other supplies; load and unload District delivery vehicles.

Participate in mail sorting and processing; learn and apply appropriate related postal regulations, including bulk, express and certified mail; participate in bulk mailing activities and prepare paperwork related to bulk mailings as assigned.

Store materials in a neat, orderly and efficient manner according to established procedures; inspect, clean, maintain and fuel delivery vehicles as assigned.

Deliver payroll items to various sites as assigned.

Pick up instructional materials and print shop orders and deliver to various District sites as assigned; pick up and deliver small parcels or equipment requiring immediate delivery as assigned.

Operate a hand truck, flat cart, pallet jack and other related equipment; report needed repairs to appropriate personnel.

Prepare and maintain a variety of records related to daily activities and deliveries, including vehicle and mileage records.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, procedures and equipment used in the distribution, shipping and receiving of mail, supplies and materials.

Techniques and methods for maintaining delivery routes and schedules.

Safe driving practices and operation of delivery trucks.

Appropriate methods for lifting and loading, boxes and supplies.

Operation of mailroom equipment and delivery equipment including hand trucks and pallet jacks.

Applicable sections of the Vehicle Code pertaining to lawful driving, maximum weight and height of loads and others.

Basic record-keeping techniques.

Oral and written communication skills.

Health and safety regulations.

Basic arithmetic.

**ABILITY TO:**

Perform a variety of duties related to the distribution, shipping and receiving of mail, supplies and materials.

Participate in mail processing.

Operate a District delivery vehicle on an assigned route.

Observe legal and safe driving practices.

Learn assigned department procedures relating to the receipt, storage and distribution of mail, printed material, supplies and other items.

Learn District locations of schools and offices.

Operate mailroom and delivery equipment.

Operate or learn to operate a pallet jack and other hydraulic lift equipment.

Maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

Observe health and safety regulations.

Perform basic arithmetic.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent.

Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed above. Experience driving a delivery vehicle desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California State Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate various mailroom equipment.  
Hearing and speaking to exchange information in person.  
Seeing to read a variety of materials.  
Sitting or walking for extended periods of time.  
Lifting, carrying, pushing and pulling heavy objects.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Repetitive hand or body motions for driving, delivering and lifting items.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Traffic hazards.