

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

DELIVERY DRIVER

POSITION: Delivery Driver

REPORTS TO: Various Officials

LOCATION: Division of Supporting Services

NATURE OF WORK:

In this position, the employee works primarily independently delivering, picking up, sorting, processing and/or distributing mail. In addition to mail delivery, this person also delivers supplies and large packages to schools and facilities. The work is performed under direction of the Foreman of Equipment and Grounds.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to lift up to 80 pounds on a regular basis
- Ability to operate a delivery vehicle
- Ability to complete extensive bending, kneeling, overhead reaching in the course of completing daily work assignments
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess and retain a valid Maryland Driver's License

DUTIES AND RESPONSIBILITIES:

- Makes special deliveries and pickups as assigned
- Maintains safe operation of vehicle at all times
Keeps vehicle clean and in proper operating condition
- Maintains orderly work area by storing metro bags, carts, and related work equipment in their assigned area
- Operates a delivery vehicle to pick up and deliver inter-office mail and authorized materials to schools and offices on a regular schedule
- Completes daily delivery log sheets, as well as daily mileage sheets
- Receives and sorts incoming U.S. mail and inter-office mail for the school system
- Delivers U.S. mail to Post Office in accordance with Federal Mail Regulations
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required

- High School Diploma or GED
- One (1) year of recent delivery driving experience, operating trucks of $\frac{3}{4}$ tons or larger
- The applicant must have a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a

probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle (Board Policy EEBA)

- Must be able to fulfill the following physical requirements:
 - Able to frequently lift deliveries of up to 80 pounds
 - Able to complete extensive bending, kneeling, and overhead reading in the course of completing daily work assignments

Preferred:

- Experience in Mail Service Messenger/Clerk level

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 6.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 05.2025