

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Mail Courier
FLSA STATUS:	Non-Exempt
UPDATED:	February 2003

POSITION OBJECTIVES: To pick up and deliver mail for the Essex Junction, Union #46, and Westford Schools and the Chittenden Central Supervisory Union office to assure effective and timely receipt, and efficiency of mail delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Pick up inter-office mail and packages at the central office and deliver to corresponding school offices.
- Pick up out-going mail from the central office and deliver to the post office.
- Pick up inter-office mail and packages from assigned schools and deliver to the central office.
- Perform other related duties as assigned.

SUPERVISION RECEIVED: Reports to and evaluated by the Property Services Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. High School degree or equivalent preferred, plus a minimum of 3 years of driving experience.
- Hold and sustain a valid Vermont driver's license, and a clean driving record.
- Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to supervisors and other employees of the organization.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators,

parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, supervisors, and other employees of the district.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb in and out of school vehicle, drive, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.