



PERSONNEL COMMISSION

Class Code: 0219
Salary Range: 16 (C1)

MAIL DELIVERY DRIVER

JOB SUMMARY

Under general supervision, perform a variety of duties related to the preparation, distribution, shipping and receiving of District mail, supplies and materials; participate in mail processing; drive a District truck to various locations to pick-up and deliver mail and other goods according to established routes and time lines as assigned; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assure District mail, deposits, audiovisual equipment and other supplies and materials are delivered in a timely manner. ***E***
- Sort, weigh, package, stamp, meter and insure mail items as needed; learn and apply appropriate related postal regulations, including bulk, express and certified mail; participate in bulk mailing activities; calculate fees; prepare related paperwork. ***E***
- Maintain cleanliness of District trucks; service and run safety checks on assigned vehicle; fuel vehicle and check fluid levels; make routine repairs and adjustments such as changing tires and replacing parts. ***E***
- Prepare and sort items for pick-up or delivery; load and unload delivery trucks; wrap and tie parcels and boxes for shipment; set-up printers for extended production runs to generate envelopes for bulk mailings. ***E***
- Answer phones; provide information to other departments, school sites and outside vendors and suppliers regarding the pick up and delivery of mail and other goods. ***E***
- Maintain a variety of records and logs related to mileage, mail transactions and assigned activities; prepare various receipts as required. ***E***
- Operate a computer, postage meter, scale and other mailroom machines, equipment and tools; operate a variety of office equipment; maintain mailroom equipment and arrange for repairs as necessary. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Mail Delivery Driver drives a light panel type truck, of about one ton or less capacity, to pick up and deliver a variety of materials and mail on an assigned route and schedule.

EMPLOYMENT STANDARDS

Knowledge of:

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

Proper loading and unloading of trucks.

Traffic laws, defensive driving techniques and rules of the road.

Operation of mailroom equipment and standard office equipment including a computer and assigned software.

Basic record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

Health and safety regulations as established by the State Education Code and District.

Basic arithmetic.

Ability to:

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

Participate in mail processing.

Drive a District truck to various locations to pick-up and deliver mail and other goods according to established routes and time lines as assigned.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate mailroom equipment and standard office equipment including a computer and assigned software.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

Observe health and safety regulations as established by the State Education Code and District.

Maintain routine records and logs.

Add, subtract, multiply and divide quickly and accurately.

Service and make routine repairs to District truck.

Training:

Graduation from high school.

Experience:

Six months experience operating a delivery truck performing similar duties involving the pick-up and delivery of materials and supplies.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Indoor and outdoor work environment. Driving a District truck during adverse weather conditions. Working around and with machinery having moving parts.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of mailroom and office equipment. Hearing and speaking to exchange information in person. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Reaching overhead, above the shoulders and horizontally. Walking. Bending at the waist, kneeling and crouching. Moderate physical labor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.