

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

**CLASS TITLE:** Mail Courier

**JOB CODE:** 6190

**DEPARTMENT:** Stores and Distribution

**PAY GRADE:** 19 (B4)

**DATE:** 08/22/06

---

### BASIC OBJECTIVES

This is specialized mail service work collecting and delivering mail, packages, materials and supplies to schools and other M-DCPS offices and facilities. The work involves servicing an assigned route according to a prescribed schedule and insuring that all M-DCPS and U.S. Postal regulations are complied with. The job incumbent is expected to exercise independent judgment and recommend optimum schedules or routes to insure the timely pickup and delivery of mail and other items.

### JOB TASKS/RESPONSIBILITIES

1. Follows general instructions and operates within the limits of standard practices and procedures to collect, pick-up, sort and deliver school mail, paychecks, videotapes, computer printouts, materials and supplies.
2. Responsible for the operation of a light duty mail truck or van, and for making timely pick-ups and deliveries at designated locations.
3. Loads truck for daily deliveries and unloads at end of run.
4. Checks gasoline, oil, battery, tires and general running condition and cleanliness of truck each day to insure proper operating conditions.
5. Performs routine clerical functions in office, such as sorting, filing, and posting records according to procedures.
- \_\_\_\_\_ 6. May assist in the S & D warehouse to pull stock and process orders.
7. Performs related work as required or as assigned.

### PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: bending, stooping, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, heavy lifting on an occasional basis, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat and hazards, and the work is performed indoors and outdoors.

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Some experience in the collection, sorting, and distribution of mail in a geographically diverse service area, or related experience.
3. Knowledge of Miami-Dade County locations and highway system.
4. Possession of a valid Florida Class E driver's license.

Prior revision date(s): 06/21/88, 03/30/93, 12/11/96, 03/02/01