



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Mail Courier | Security | Director of Safety & Security |

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| Position No: 79098 | Length of Work Year: 12 Months |
| Salary Schedule: CWL | Date Approved: 8/26/97 |
| FSLA: Non-exempt | Date Revised: 4/12/11 |

| JOB GOAL |
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| To be responsible for the efficient pick-up and delivery of district mail, bank deposits, materials and supplies. |

| MINIMUM QUALIFICATIONS |
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1. High School diploma or equivalent.
2. Valid Class E Florida license.
3. Experience as a Mail Courier.
4. Able to be bonded.
5. Physically fit to meet the demands of the job as determined by Board approved physician.
6. Ability to follow both verbal and written instructions and apply them in a productive manner
7. Ability to perform the functions of the position.

| DUTIES AND RESPONSIBILITIES |
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1. To demonstrate the ability to represent the Maintenance Department and the District in a cooperative and professional manner when working on school site or dealing with the public.
2. To pick-up and deliver the interschool mail on an assigned schedule.
3. To pick-up and deliver materials and supplies.
4. To make daily school bank deposits.
5. To properly use and maintain District vehicles and equipment.
6. To observe all safe work practices when using tools, equipment and chemicals.
7. To perform assigned tasks in an efficient and efficient manner.
8. To perform assigned tasks to a high standard of quality.
9. To perform such other duties as may be assigned by the Director.

| PHYSICAL DEMAND CLASS: |
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Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.