

Position:	Courier
Reports to:	Maintenance Supervisor
Employment Status:	Regular/Part-time
FLSA Status:	Non-Exempt
Description:	Under general supervision, drives courier van to transfer materials between buildings and/or districts as needed
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Operates vehicle safely and in accordance with state law, regulations of the state and local boards of education and regulations established by the Superintendent
- Cares for and maintains safety of the vehicle pursuant to directives of Maintenance Supervisor
 - Responsible for safe operation of the vehicle including maintaining proper fuel levels, tire pressure, lights/signals are operating, and cleanliness of the vehicle. Clean interior windows weekly. Clean exterior windows as needed to ensure safe and proper visibility.
 - Periodically inspect the van for damage and check fluid levels.
- Drive light vehicles such as vans, pick-up trucks, other school vehicles (non-buses), in a safe and careful manner.
- Follows routes and makes established stops while operating the vehicle.
- Physically able to lift heavy items up to 75 pounds.
- Maintains physical capability to appropriately lift and manage materials for transportation to and from school buildings
- Drives vehicle to transport materials and written communications between school district buildings following schedule assigned by school district administration
- Be a person of high integrity since money and confidential materials are entrusted to your care.
- Ensures correct materials and written communications are given to assigned person(s) and packages are delivered to central location at each building as determined by the building
- Ability to accommodate timeframes and deadlines for deliveries.
- Delivers equipment and supplies to outside vendors and makes pickups as needed.
- Picks up and delivers supplies, bank deposits, food deliveries, etc. as directed by Supervisor
- Responsible for returning items improperly received
- Pick up money from various cafeterias and deliver to designated areas.
- Makes unscheduled/urgent deliveries to schools

Other Duties and Responsibilities:

- Perform other duties as assigned by the Maintenance Supervisor or the Superintendent

Qualifications:

- High school diploma or equivalent required
- Valid Ohio driver's license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem solving skills
- Basic knowledge of operation and maintenance of a motor vehicle
- Ability to handle a multitude of tasks simultaneously and in a timely manner

Equipment Operated:

- Motor vehicle
- Two way radio
- Two wheel dolly

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions
- Regular requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel, lift and stoop
- Requirement to lift/carry up to a maximum of 75 pounds and push/pull up to a maximum of 150 pounds, i.e., various supplies and/or equipment

Evaluation:

Performance of this job will be in accordance with provisions of the Board's policy.

Testing Requirement for Position

Potential candidate(s) will be required to lift 75 pounds from the ground to the van floor and return it to the ground twice within 5 minutes.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:
Adoption date:

Norton City Board of Education
October 9, 2023