



Longview Independent School District

JOB DESCRIPTION

DRIVER – MAIL DELIVERY

JOB TITLE:	Driver, Mail Delivery (Pony)	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Warehouse Manager	TERMS:	
DEPARTMENT:	Warehouse	PAY GRADE:	8

PRIMARY PURPOSE:

Performs manual and specialized clerical work in coordinating the flow of mail both into and out of the school district; operates a van and picks-up, sorts, processes, and delivers incoming and outgoing mail

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED
Possession of a valid Texas driver's license

Minimum Experience:

Some working experience in driving a light truck and/or van in delivering materials, supplies and equipment; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

Special Knowledge and Skills:

- Good knowledge of traffic laws and regulations relating to the operation of a van or light truck
- Good knowledge of the operation and preventive maintenance requirements of a van or light truck
- Some knowledge of office procedures, practices and equipment, business English and math
- Ability to operate a light truck and/or van safely and efficiently in accordance with policies, procedures, guidelines, and traffic laws
- Ability to learn the general geographical layout of the school district and to learn routes to locations
- Ability to perform heavy manual tasks associated with loading and unloading mail bags and packages
- Ability to operate mail room equipment safely and efficiently
- Ability to handle and use cleaning materials safely and efficiently
- Ability to understand and follow written and oral instructions



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Special Knowledge and Skills: (continued)

- Ability to communicate clearly, both orally and in writing
- Ability to maintain routine files and records and to prepare routine reports
- Ability to establish and maintain good interpersonal relationships

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the Warehouse Department. Employee is responsible for driving a van and picking-up, sorting, processing and delivering both incoming and outgoing mail. Work is performed under general supervision and is reviewed through observations, activity reports, and evaluation of results obtained.

MAJOR RESPONSIBILITIES AND DUTIES: (May not include all duties performed; not all incumbents perform all essential functions delineated.)

1. Operate a mail van on an established route twice a day
2. Pick-up mail at various school campuses, district buildings and facilities; deliver mail to the warehouse mail room, sort mail, affix postage as required and deliver mail to the post office
3. Pick-up mail at the post office and outgoing mail from the warehouse mail room and deliver to school campuses, district buildings and facilities
4. Keep mail van in good working order; schedule preventive maintenance; check fuel, oil and water levels; check vehicle equipment for safe and proper operation; report any problems to proper authority
5. Work closely with school personnel and supervisor in establishing mail pick-up and delivery routes and schedules
6. Perform routine custodial duties and assists in keeping the warehouse safe, clean and orderly
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

11. Demonstrate regular and prompt attendance
12. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Mail van, mail room equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data; constant interruptions

Physical Demands/Environmental Factors:

Work requires sufficient strength, agility and dexterity, and hand-eye-foot coordination to perform all essential functions of the position including lifting and carrying mail bags and packages weighing up to 50 pounds, pushing and pulling hand dollies with loads up to 300 pounds, reaching in front of the body while carrying items weighing up to 50 pounds, and operating a vehicle and mail room equipment. Work also requires frequent sitting, standing, walking, climbing, kneeling, squatting, stooping, bending, pulling and pushing; district wide travel required; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Hazards/Unusual Demands:

Work involves driving a vehicle and exposes employee to potential road hazards such as accidents, dust, vehicle exhaust fumes, loud noise, and adverse weather conditions. Work also exposes employee to potential physical hazards when loading and unloading mail van, and when carrying mail bags and packages over unlevelled ground and up stairways. Employee also works in a mail room and is exposed to normal every day risks involved in office work. Work requires compliance with safety rules and procedures and may require the use of safety clothing and equipment.



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EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013