



Position Title: Part-Time Mail and Delivery Driver

Job Code: 8400-00E

Grade: A4

Reports To: Maintenance Inventory Procurement Specialist

FLSA: Non-Exempt

Job Description:

The Part-Time Mail and Delivery Driver make deliveries, picks up mail and packages on assigned routes, and operates necessary types of automotive vehicles and power equipment..

Duties & Responsibilities:

- Operates all types of vehicles including heavy trucks, semi-tractor trailer rigs, and street sweepers
- Makes scheduled deliveries, pick-up packages and mail on assigned routes
- Loads and unloads vehicles (i.e. deliver truck, mail truck)
- Occasionally operates medium to heavy powered equipment such as jack hammer, hydraulic saw, trench digger, compactor, roller, compressor and pumping equipment
- Assists the Inventory Procurement Specialist with packing supplies and equipment to distribute to the campuses
- Assists the fleet operations area to deliver repaired vehicles to the campuses
- Assists the Inventory Specialist with processing the inventory
- Participates generally in the laboring work of the crew
- Washes, cleans and gives routine maintenance to the vehicle
- Responds to after hour emergencies
- Performs other duties as assigned

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- Completion of eighth grade or demonstrated ability to read, write and understand written instruction
- Four (4) years' experience in the operation and routine maintenance of passenger cars, moderately heavy trucks or similar equipment
- Must be able to use electronic mail, web based trouble report systems, and PDA based C.M.M.S software
- Must possess a valid driver's license class "E", CDL preferred
- This is a district position requiring the individual to work on all campuses
- Knowledge of traffic and other regulation governing the use of equipment
- Knowledge of the occupational hazards involved and the safety precautions necessary in the operation of equipment
- Physical strength and ability sufficient to operate medium to heavy equipment and able to work at considerable heights

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name