

## 2013-2014 MAIL CARRIER JOB DESCRIPTION

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**Job Title:** Mail Carrier

**Wage/Hour Status:** Non-Exempt

**Reports to:** Supervisor of Warehouse

**Pay Grade:** 302 (Auxiliary Calendar)

**Dept./School:** Maintenance

### **Primary Purpose:**

Provide timely, accurate, and efficient mail services within the district following the guidelines of the district.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED  
Clear and valid Texas driver's license

#### **Special Knowledge/Skills:**

Ability to use personal computer and mailing software  
Ability to perform basic arithmetic  
Ability to work independently  
Effective communication and interpersonal skills

#### **Experience:**

None required

### **Major Responsibilities and Duties:**

1. Pick up and deliver all incoming and outgoing mail and parcels to district facilities on the assigned mail route.
2. Sort incoming mail for districtwide delivery.
3. Maintain familiarity with the delivery rates, fees, permits, and various postal classes and services.
4. Process mail according to U.S. Postal Service standards and regulations.
5. Maintain cleanliness of vehicle and work area.
6. Schedule routine maintenance and repair of mail vehicle and equipment and maintain in safe operating condition.
7. Operate equipment and machinery according to prescribed safety procedures.
8. Follows established safety procedures and techniques to perform job duties.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor.
10. Fill in as temporary dispatcher for Maintenance Department when needed.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, postage scale, postage meter, radio, hand truck, district vehicle.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Visual acuity; speaking clearly; frequent lifting and moving of packages up to 30 pounds; occasional lifting and moving of packages up to 50 pounds; bending; stooping; prolonged standing; walking; exposure to temperature or humidity extremes; drive a district delivery vehicle.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_