

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005567

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Delivery Worker/Mail Clerk

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30 a.m. TO: 4:30 p.m. (Report-in location & work hours subject to change.)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Operates delivery vehicle: picks up & delivers mail & various other materials on scheduled local route; performs minor maintenance or schedules vehicle for maintenance (e.g., gas, oil, tires, battery, washing); checks merchandise & material on invoice for accountability; ensures mail is received & picked up daily at appropriate times; maintains daily driver log record including mileage, date & time of pick-up or delivery stop locations & gas receipts; maintain mailrooms at pick-up / delivery locations that are responsibility of DAS State Printing & Mail Services; keeps work area free from clutter & trash; maintains mailing & shipping supplies & other items as necessary.	Knowledge of (1) agency & federal postal regulations & procedures*; (2) threat assessment procedures*, (3) suspicious package profile*; (4) safety regulations & practices*; (5) customer service. Skill in (6) operation of delivery vehicle. Ability to (7) stand, walk or bend continuously; (8) lift, push pull or otherwise move up to 40 lbs. repeatedly; (9) obtain & maintain valid driver's license.
30	Operates postage machines (e.g., postage scale, meter machine) to process (e.g., date stamp) outgoing mail/documents & hand process mail too large for machines (e.g., prepares package covering & hand stamps): keeps daily logs associated with postage funds, by agency, on mail pieces metered for quarterly billing purposes; maintains meter machines (e.g., orders supplies, performs minor repairs, contacts vendor for major repairs, replaces tape & ink); loads & unloads trucks &/or distributes contents of sorting bins by agency; sorts mail by agency; stands, walks or bends continuously to deliver & pick up mail to/from assigned locations; lifts, pulls, pushes or otherwise moves up to 40 lbs. repeatedly.	Knowledge of: 1*, 4*, 5 Skill in (10) operation of postage machines (e.g., postage scale, meter machine)*; (11) addition, subtraction, multiplication, division, fractions, percentages. Ability to 7, 8, 9, (12) sort items into categories according to established methods; (13) complete routine forms &/or records; (14) lift, push or pull up to 40 lbs. repeatedly.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/12/16

JOB CODE
53821

JOB CODE TITLE
Delivery Worker

App 12.12.16 (cc)