

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Messenger/deliveryman Internal Services

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide courier service district wide including the shipping and receiving of mail, distributing supplies and equipment at predetermined intervals. Person is responsible for maintenance of property warehouse which houses items such as property, records, surplus and food/food service equipment. The position works under direct supervision of Director of Internal Services according to set procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Carries out district wide courier service including the shipping and receiving of mail, distributing supplies and equipment at predetermined intervals.

Accepts deliveries received at loading dock and delivers to appropriate personnel.

Responsible for paperwork for all receipts into and deliveries out of the warehouse.

Responsible for transfer sheets when transferring assets between locations.

Responsible for chain of custody sign off sheets on testing or other controlled deliveries.

Maintains warehouse which includes items to be held in storage, surplus waiting to be picked up, property waiting for auction as well as IT and Food Service storage areas.

Assists with work being performed in the warehouse associated with purchasing, property control, records management.

Responsible for maintaining records on inspection of forklift.

Assists in the district wide pick up/delivery of testing materials when applicable.

Prepares items for recycle pick up recording serial numbers and palletizing/boxing accordingly.

Operates under the guidelines of the Property Control policies and procedures for removal and disposal of property.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers,

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words, symbols, ideas, concepts, and oral verbalizations.

Compares or inspects data, people, or things against a standard.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires moderate responsibility for only small quantities of low no high cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction such as making change; may compute ratios, rates and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads and comprehend specifications, technical documents, rules, regulations, instructions; writes and communicate in the English language using routine sentences and standard grammar.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor/moderate impact - affects those in immediate work area or unit.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

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Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"Education Requirements" refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

Vocational training in warehouse, business, or related field preferred

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida Driver's License

Forklift Certification must be obtained within 3 months of hire.

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires no prior experience, just a short demonstration.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

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Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Bargaining Contract

Reports To:

Director of Internal Services

Supervises:

N/A

PAY GRADE: From: M4S-M2 To: M4S-M2

Number of Months: 12 Number of Days: 254 Hours: 8

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/21/17

New Job Description 1/31/17