

## POSITION DESCRIPTION

**POSITION:** Mail Courier Driver

**DATE:** January 2001

**DEPARTMENT:** Operations

**APPROVALS:** \_\_\_\_\_

**REPORTS TO:** \_\_\_\_\_

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### POSITION DEFINITION

Provides professional full-service mail pick-up/delivery and courier services throughout the Puget Sound area as determined by route sheet or variations thereof according to dispatchers.

### ORGANIZATIONAL STRUCTURE

The position reports to the Operations Manager along with the Director of Operations.

### ESSENTIAL JOB FUNCTIONS

- Load, transport, and distribute pick-up/delivery mail to appropriate destination in company vehicle;
- Maintain both the internal and external cleanliness of the company vehicle on regular basis. Check all fluid levels and fill the fuel tank each day;
- Report any vehicular accidents, damage, mechanical or any other problem concerning the company vehicle to the Director of Operations promptly.
- Arrive and depart on time for each scheduled delivery

### SUPPORTING FUNCTIONS

- Complete daily paperwork including vehicle inspection sheet, route sheet, trip sheet, and Certified/Registered Mail log;
- Cross-train to critical job functions in other departmental positions as needed;
- Practice safe, courteous, respectful and tactful interaction with other drivers, customers, and departmental staff at all times.

- Dress and properly maintain company uniforms provided by Postal Express

## **WORKING CONDITIONS/ENVIRONMENT**

Drive a company vehicle on various highways and throughout commercial areas in high density traffic during times of inclement weather.

## **QUALIFICATIONS**

Possess a valid Washington driver's license and current driving abstract for past five years

## **PHYSICAL REQUIREMENTS**

- Lift 50 pounds from floor to shoulder and/or overhead a minimum of 20 times per day;
- Load and unload materials from the vehicle which may weigh up to 50 pounds several times a day;
- Stand and/or walk to various locations throughout route; and
- Drive a company vehicle as determined by Postal Express