



Job Title: Mail Drivers

Exemption Status/Test:

Reports to: Coordinator Printing Services

Date Revised: November 29, 2018

Dept. /School: Printing Services

Primary Purpose:

To provide a safe and efficient transportation of inter-school mail and printed material, and to support printing services in all areas of the print shop.

Qualifications:

Education/Certification:

High school diploma or GED
Possession of a valid Texas driver's license

Experience:

Working experience in driving van for delivery of supplies and equipment preferred, but not mandatory.

Special Knowledge/Skills:

Good knowledge of traffic laws and regulations, knowledge of operation and preventive maintenance of the van
Ability to operate mail room equipment safely and efficiently
Ability to communicate clearly both orally and in writing
Ability to maintain routine files and records and prepare routine reports
Ability to establish and maintain good interpersonal relationships

Major Responsibilities and Duties:

1. Operate a mail van on an established route, twice a day.
2. Pick-up mail at post office.
3. Maintain an organized mail room.
4. Deliver to and pick-up mail at various schools and departments, and sort mail to various schools, departments upon return to the shop, and affix necessary postage.
5. Deliver various items to school board members as needed.
6. Keep mail van in good working order, checking fuel, oil and water levels daily, and reporting any problems to the transportation department.
7. Get packages ready for UPS and FedEx pick-up.
8. Efficiently operate computer programs such as Word and Excel.
9. Experience with mail merging software.
10. Write up and maintain records of all Printing Services job delivered.
11. Fill all form requests from various schools and departments.
12. Maintain the supply of all forms kept in stock and request more when needed.
13. Ability to learn and run various machines in mail room, print shop and bindery areas (copy machines, cutter, stitcher, folder, 3 hole punch, spiral bind, glue bindery, perfect bind, inserter, numbering machine and addressing machine.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: All presses and bindery equipment

Posture: Prolong standing, bending, stooping, pushing, pulling and twisting

Motion: Reaching, pulling and pushing

Lifting: Lifting and carrying (less than 75 pounds)

Environment: Frequently works prolonged or irregular hours

Mental Demands: Work with numerous interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.