

## COURIER

| Class Code | OT Status  | EEO Category        | Represented Status | Salary Grade | Effective Date | Status     | Pages  |
|------------|------------|---------------------|--------------------|--------------|----------------|------------|--------|
|            | Non-Exempt | Service/Maintenance | PEU Local 1        | 51           | 07/01/2017     | Classified | 1 of 2 |

### DEFINITION

To load and deliver mail, supplies and equipment to all District and campus locations.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Retrieves, sorts and delivers mail, supplies and equipment to the District Office and all campus locations; maintains records accordingly.
- Performs maintenance and upkeep of mail equipment.
- Performs daily safety and mechanical inspections of motor vehicles and arranges for needed repairs.
- Performs general cleaning and janitorial work in assigned areas; performs light maintenance duties, including sign installation, painting and assisting maintenance personnel.
- Assists in the receiving and storing of stock and supplies in the District warehouse or campus storage facilities, including checking against purchase orders and invoices.
- Prepares facilities for school and community functions.
- Assists in the testing of the District Office fire alarm system.
- Operates a variety of equipment, including forklifts.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Operation and maintenance of light trucks.
- Principles of Motor Vehicle Code and safe driving practices.
- Equipment and materials used in general cleaning.
- Recordkeeping practices and procedures.

Skill/Ability to:

- Safely operate a light truck in accordance with traffic regulations.
- Perform routine custodial and maintenance duties.
- Perform light maintenance including sign installation, painting and minor equipment maintenance.
- Perform heavy manual labor including lifting and moving items weighing up to 50 pounds.
- Follow oral and written instructions.



## COURIER

| Class Code | OT Status  | EEO Category        | Represented Status | Salary Grade | Effective Date | Status     | Pages  |
|------------|------------|---------------------|--------------------|--------------|----------------|------------|--------|
|            | Non-Exempt | Service/Maintenance | PEU Local 1        | 51           | 07/01/2017     | Classified | 2 of 2 |

- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- One (1) year of experience in the operation of light trucks.

### EDUCATION / LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Adopted: 07/01/17