

SECTION I: GENERAL INFORMATION

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| Classification Title: Mail Carrier | Department: Maintenance | Unit: Unaffiliated |
| Immediate Supervisor: Assistant Maintenance Supervisor | Grade Placement: | FLSA Status: Non-exempt |
| Job Summary: <p>Under the direction of the Assistant Maintenance Supervisor, the Mail Carrier is responsible for transporting, picking up and delivering mail, money, packages, print jobs, parts, supplies and materials within the District, its buildings, banking facilities US Post Office, or UPS in a timely manner.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p> | | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Delivers interoffice mail, supplies and packages to schools.
 - Picks up and delivers and provides inter-office and district mail, supplies, materials and/or packages between buildings.
 - Picks up monies and deposit slips and delivers monies to the bank.
 - Delivers packages and mail to post office.
 - Delivers printing jobs within the district.
2. Sorts US mail daily in preparation for daily deliveries.
3. Prepares orders/packages for UPS pick up and delivery. Maintains UPS logs and records.
4. Answers questions of district personnel regarding delivery and mail issues.
5. Performs other duties of a comparable level or type, as required.
 - Maintains inventory of supplies within area of responsibility.
 - Makes recommendations to improve central service activities or operations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | | | | | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | | | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | | | | |
| less than high school diploma | | | | | Major field of study or degree emphasis: | | | | |
| x High school diploma or GED. | | | | | | | | | |
| 1 year college | | | 2 years college | | | | | | |
| 3 years college | | | 4 years college | | | | | | |
| 1st year graduate level | | | | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • MN traffic laws and rules of the road. • Proper body mechanics. • General office equipment and their operation. • Mail procedures and UPS postage requirements and schedules. | | | | |
| 2nd year graduate level | | | | | | | | | |
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| Required Work Experience in Addition to Formal Education/Training: No previous experience required. | | | | | | | | | |
| LICENSE/ CERTIFICATION | | | | | Identify licenses/certification required: Valid MN Driver's License | | | | |
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | | | | | Skilled in: <ul style="list-style-type: none"> • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Customer service orientation. • Operating delivery vehicle in a safe manner and in accordance with traffic laws. • Basic math skills. • Basic recordkeeping requirements. | | | | |
| PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities) | | | | | | | | | |
| Amount of Time Spent | | | | | Amount of Time Spent | | | | |
| Physical Activities | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 | Lifting/Forcing Exerting | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 |
| Stand | | | x | | Up to 10 lbs | | | | x |
| Walk | | | x | | Up to 25 lbs | | | x | |
| Sit | | | x | | Up to 50 lbs | | | x | |
| Use hands to finger, handle or feel | | x | | | Up to 100 lbs | x | | | |
| Reach with hands and arms | | | x | | Over 100 lbs. | x | | | |
| Climb or balance | x | | | | | | | | |
| Stoop, kneel, crouch or crawl | | | x | | | | | | |
| Talk or hear | | | | x | | | | | |
| Taste or smell | x | | | | | | | | |



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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | |
| Physical requirements associated with the position can be best summarized as follows: Medium Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. | |
| HAZARDOUS WORKING CONDITIONS | Unusual or hazardous working conditions related to performance of duties: Work involves the frequent operation of motor vehicles and/or situations that requires following safety precautions and or safety procedures in varied weather conditions. |

SECTION IV: DISTRICT MISSION AND CORE VALUES

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| OUR MISSION | <i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i> |
| CORE VALUES | <p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential. |
| MISSION OUTCOMES | <p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity. |
| STRATEGIES | <p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes. |
| STRATEGIC DELIMITERS | <p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas. |

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

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| This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. | |
| _____ | _____ |
| Department Head's Signature | Date |
| Classification History: Created classification description 4/2016 BCC | |

