

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MAIL COURIER

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To provide postal, shipping, and receiving services for CF's campus(es) and CF's other multiple operational sites.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Must possess current Florida driver's license. Knowledge of computer usage in Microsoft Office.
2. Years of experience in the field: Some experience in the operation of a light truck or van-type vehicle is preferred. Some experience in courier or mail service operation preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Must have good customer service skills, good communication skills, and be teamwork oriented. Knowledge of mail room operations and procedures, and of the use of postal meters and computerized tracking systems, preferably Pitney Bowes or other types of mail equipment. Knowledge of United States Postal Services regulations and laws, with an understanding of international mail, bulk mailing, and other classes of mail. Knowledge of highway and traffic regulations and laws. Ability to handle large sums of money accurately and responsibly. Ability to balance daily stamp count and cash on computer.

Ability to operate a small truck or van and golf carts in a safe manner. Ability to perform mathematical calculations involved in the mail process. Ability to establish and maintain effective working relations with college personnel and community business persons. Available for weekend and holiday mail service, if requested.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the operations of the CF-CPU, PMB rentals, as well as packages and mail for students, staff, and faculty.
2. Assist in the operations of the CF postal services and training of part-time personnel.
3. Assist manager in making sure that all postal procedures and duties are followed correctly.
4. Perform courier services, including shipping, receiving of mail and packages through USPS, UPS, FedEx, and other mail companies.
5. Pick up and deliver mail, materials, and supplies between Marion, Citrus and Levy County campus locations and other operational sites such as Marion County School Board, The Appleton Museum, Marion County Public Library, The Hampton Center, CF Commercial Truck Driving School, and the USPS. Hand deliver special delivery mail or packages requiring personal attention.
6. Pick up mail from the United States Post Office. Prepare all classes of mail for pick up by USPS mail courier, UPS, FedEx, and other couriers. Prepare all classes of USPS mail, including bulk mail for the Post Office, deliver and oversee the delivery to all appropriate areas. Deliver mail to Post Office and purchase postal supplies as needed.
7. Prepare mail for delivery within the mailroom by sorting into proper categories by recipient and location. Duties also include assisting in performing part-time mail courier duties when part-time mail couriers are not available to perform their duties. Oversee that all college mail is handled in accordance with college policy.
8. Assist in the operation of campus mailroom by sorting, metering, shipping, and disbursing mail received and delivered. Make appropriate contact to have postage added to postal meters and make manager aware when more postage is needed. Maintain communications with Post Office personnel, UPS, FedEx and other carriers to be aware of changes in laws and procedures relating to shipping and receiving of mail.
9. Deliver supplies, duplicated materials from Staff Services, bookstore supplies and library materials to other campus locations and other multiple operational sites.
10. Perform mailroom maintenance, security and upkeep. Make arrangements for oil changes, etc. on mail truck/van and make arrangements for major maintenance repairs through the Maintenance Department.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: (Continued)

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works inside and outside in various weather conditions.
- In or with moving vehicles and/or equipment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS (CF POSTAL SERVICES), BLDG. 35

SUPERVISOR OF POSITION: MANAGER OF CF PRINTING AND POSTAL SERVICES