



DRIVER/COURIER

SUMMARY/SCOPE/GOAL

To support the District by providing prompt and regular delivery and retrieval - on a daily basis - of intra-school and intra-departmental mail, warehouse supplies, furniture, equipment, textbooks, etc. to various School Board locations throughout the District.

QUALIFICATIONS

DRIVER/COURIER I & II

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Two (2) years' experience in the keeping of stores, driving, delivering and/or courier service records.
- Pass physical abilities test.

PREFERRED/DESIRED:

DRIVER/COURIER I

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Have and maintain a Florida CDL Class B or higher with air brakes endorsement or secure within 60 days of employment.
- Secure and maintain a Forklift Operators safety training certification by completing the School Board forklift and material handling equipment performance test within 90 days of employment.

PREFERRED/DESIRED:

DRIVER/COURIER II

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Have a Florida CDL Class A or higher with air brakes endorsement.
- Secure and maintain a Forklift Operators safety training certification by completing the School Board forklift and material handling equipment performance test within 90 days of employment.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide regular delivery of warehouse supplies, furniture, equipment, textbooks, etc. to School Board facilities throughout the District.

DRIVER/COURIER

2. Provide regular courier service to School Board facilities; will include mail, payroll, tests, and intra-school and intra-departmental correspondence and special Board runs.
3. Pick up and transport from School Board facilities, as requested by approved distribution center request (DCR) surplus equipment, furniture, obsolete textbooks, and obsolete library books.
4. Deliver materials, school supplies, furniture, and equipment as requested and approved by DCR to School Board facilities, shopping malls, school graduation locations and/or other designated locations throughout the District.
5. Assist the Printing Department with delivery of printed materials to schools and other facilities throughout the District.
6. Perform clerical and/or manual work as needed to sort and deliver mail; receive, mark, store, issue and deliver materials, supplies, and equipment.
7. Assist in maintaining Department warehouse inventory.
8. Operate warehouse forklift and material handling equipment in a safe manner.
9. Drive School Board furnished truck and/or car as required in the performance of duties.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Must have the ability to follow oral and written instructions. Must be able to read and understand technical/professional manuals. Working knowledge of basic office practices, departmental rules & regulations, and a good knowledge of school and department locations. Must have the ability to sort and carefully handle mail, packages, and supplies. Must be able to keep accurate records and make reports. Must have the ability to operate an automobile or truck. Ability to physically perform the responsibilities below. Duties are physically demanding, requiring the ability to exercise considerable dexterity and physical agility in the loading, unloading, and distribution of items.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use of material handling equipment and district vehicles.

Use office machines such as large volume copiers, or printers. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(V) VERY HEAVY WORK

Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Procurement and Distribution Services
TITLE CODE:	L4135, L4136	CONTENT BY:	Director – Purchasing and Warehouse Services
GRADE:	21, 24	COMPENSATION:	Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	04/25/2015	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/13/03	Initial Release	Purchasing and Warehouse Services
2.0	04/28/15	REVISED	Purchasing and Warehouse Services
2.1	1/10/2022	Remove special diploma, update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
2.2	1/11/2022	Update qualifications	Kristy Rodriquez: Director – Procurement and Distribution

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.