

## Job Description

**Job Title:** Courier

**Supervisor:** Supply & Logistics Supervisor

**Job Classification:** Non-Exempt

**Pay Grade:** 17

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing routine manual work, lifting, moving, stacking, loading, delivering, and unloading materials and supplies; operates material handling equipment; and drives a delivery vehicle. Position requires some evening and weekend hours.

### **Essential Duties**

1. Reads work orders and follows oral instructions to ascertain daily schedule and/or any changes in normal duties; and maintains cell phone contact with the warehouse.
2. Loads, unloads, and moves materials, supplies, furniture, mail, and other items on/off of delivery vehicles, pallets, skids, or lifting devices.
3. Arranges cargo in delivery vehicle according to instructions and established procedures; and installs/positions strapping, bracing, or padding between and around objects to secure the load and prevent the shifting or damage of materials in transit.
4. Operates material handling equipment (i.e. forklift, motorized pallet truck, hand truck, dollies).
5. Drives and operates a truck or other light automotive vehicle to pick up/deliver items to the proper location; and observes all traffic laws.
6. Maintains appropriate security for the vehicle and its contents.
7. Checks that materials and supplies delivered and picked-up match the delivery request.
8. Obtains signed receipt of supplies delivered; returns completed paperwork to the warehouse office; and prepares/maintains any related logs and records of work performed and materials delivered.
9. Practices safety methods in the operation of equipment and performance of duties.
10. Performs basic preventative maintenance and vehicle servicing duties on equipment used to include checking and replenishing fuel/fluids and monitoring air in tires; and informs appropriate personnel of any vehicle malfunctions.
11. Performs various housekeeping responsibilities in the warehouse such as sweeping out work areas/delivery vehicles, repairing pallets and skids, and bundling/disposing of scrap material.
12. Maintains a valid commercial driver's license.
13. Provides back-up to the Cold Storage Warehouse as directed by the Supervisor, including but not limited to loading, unloading, food delivery and pick-up, and other items.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Provides back-up to Cold Storage Warehouse as needed.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills, And Abilities Required)**

Must possess education, training, or experience that provides the noted knowledge, skills, and abilities. Some experience in related warehouse/courier work preferred. Must possess a valid Virginia Driver's License with a good driving record in compliance with division standards. Must possess current certification for operating a forklift and a valid Virginia Commercial Driver's License (CDL) or must acquire such within 60 days of date of

employment. Must possess knowledge of, or the ability to quickly and accurately learn, division school/departmental locations, materials handling techniques/practices, and related safety procedures. Must possess the ability to accurately and quickly learn to operate material handling equipment such as forklifts, pallet drivers, and hand carts. Must possess a demonstrated ability to read and write; perform simple arithmetic calculations; and follow oral/written instructions. Must possess the ability to establish and maintain effective working relationships with staff and co-workers.

**Working Conditions and Physical Requirements**

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift and carry up to 50 pounds: and to bend, stoop, climb stairs, and reach overhead. Duties are performed in a warehouse environment; operating a motor vehicle; and some work outdoors. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; wet and/or humid conditions; extreme heat and/or cold; moving mechanical parts; vibrations from moving machinery; and toxic/caustic chemicals. The employee is occasionally exposed to outside weather conditions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a warehouse environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Supply & Logistics Supervisor,

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Courier will be required to follow any other instructions and to perform any other related duties as assigned by the Supply & Logistics Supervisor or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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