

COURIER
Job Description

CATEGORY: PLANT OPERATIONS
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 68
REPORT TO: INVENTORY SUPERVISOR
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for the daily collection, distribution and shipping of mail, books, supplies and other valuable items/documents for the College on a regularly scheduled basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, sorts, and distributes mail, books, supplies, and other valuable items/documents for the College on a daily schedule.
- Collects, sorts and distributes intercampus mail pickups and processes all outgoing mail for the College; works directly with the U.S. Postal Service other mail/delivery services.
- Coordinates and processes freight claims, damages, shortages and returns; works on behalf of the College to resolve related issues.
- Maintains daily log of deliveries and vehicle mileage, including maintaining records of the mailing costs incurred by each program or department.
- Performs periodic inventory reconciliation of supply items and postage.
- Engages in correspondence with departments and vendors on discrepancies in mailing and reconciles with appropriate entities.
- Prepares incorrect or returned mail through appropriate channels.
- Assists in developing and implements guidelines on the overall operation of the mailing equipment and its functionality to ensure that all postal procedures and duties are followed correctly.
- Conducts daily visual inspections and periodic preventive maintenance checks on assigned college vehicle and is responsible for the safe operation of that vehicle.
- Maintains an organized mail room area; observes safety regulations and safe work practices; ensures proper disposal of hazardous materials.
- Cross trains and serves as backup for other inventory management functions.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

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- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs special errands and other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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.

- Knowledge of mail room operations and procedures, and the use of postal meters.
- Knowledge of U.S. Postal Services regulations and laws, with understanding of bulk mailing and other classes of mail.
- Knowledge of general warehouse operations and storeroom methods in the areas of shipping and receiving, delivery/stock rotation and inventory control procedures.
- Knowledge of safe and efficient warehouse practices, procedures and techniques.
- Ability to maintain confidentiality and high ethical standards.
- Ability to use and operate a computer and associated standard office software.
- Ability to provide effective and responsive service to departments.
- Ability to create and maintain accurate records.
- Must be able to read, write communicate effectively, and establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- Must be able to follow written and verbal instructions.
- Must possess excellent customer service and interpersonal skills.
- Ability to operate various vehicles related to the delivery of mail and packages, including motorized vehicles, carts, forklift, pallet jack and other similar vehicles.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.

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- Minimum of one (1) year of experience performing mailroom and courier services operations or mail/package handling/delivery-related services.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree from an accredited college or university.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- Must be able to meet requirements for Forklift Driver certification within one (1) year of hire.

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. While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Work may involve the moving or lifting of light to moderately heavy materials or equipment requiring physical strength and agility to withstand the strain of manual work. The employee is frequently required to sit; stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee frequently travels between campus buildings and locations.

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Do you have a minimum of one (1) year of experience performing mailroom and courier services operations or mail/package handling/delivery-related services?
 - Yes
 - No
4. *Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
 - Yes
 - No
5. Do you have a Forklift Driver Certification?
 - Yes
 - No
6. Do you have an Associate's degree from an accredited college or university?
 - Yes
 - No