

# **COURIER**

## **(Range 108)**

### **DEFINITION**

Operates Library District vehicles on established routes to transport and deliver materials to and from urban and outlying branches and other facilities of the Library District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant General Services Director.

Receives direct supervision from the Courier Supervisor.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Operates Library District vehicles in the transport of books, equipment, furniture, and other items to library facilities and other locations throughout Clark County.
2. Drives in various weather and road conditions.
3. Utilizes lift gates, pallet jacks, and hand trucks in the loading and unloading of materials and equipment.
4. Ensures personal, vehicle, and materials safety through proper transport, loading, and unloading procedures.
5. Determines volume and amount of materials able to be transported per trip.
6. Sorts various materials such as mail, books, magazines, and tapes by hand and by using the central automated materials handling system for the purpose of ensuring correct transport and delivery.
7. Performs minor maintenance tasks on vehicle.
8. Reports any vehicle maintenance or repair needs to the Courier Supervisor.
9. Responsible for alerting of any route delays or load problems.
10. Maintains required logs and records of activities.
11. Prepares/packages first class mail, outgoing books, outgoing UPS packages, outgoing Federal Express, and other special orders.
12. Receives/distributes incoming U.S. Mail, UPS packages, Federal Express packages, and various other acquisitions for the District.
13. Performs mailroom duties as required and needed.

#### **Marginal Functions:**

1. Performs related duties and responsibilities as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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**Knowledge of:**

1. Safe driving principles and practices.
2. The streets and freeways in Las Vegas as well as Clark County.
3. Basic record keeping principles and methods.
4. Postal packaging, processing, and distribution methods.
5. Library District, Branch, and Department policies and procedures.
6. Library District facility locations, terminology, and functions.
7. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Accept and manage change, and maintain flexibility.
2. Work quickly and accurately.
3. Work both independently and as part of a team.
4. Maintain effective working relationships with those contacted during the course of work.
5. Understand and follow oral and written instructions.
6. Communicate clearly and concisely, both orally and in writing.
7. Maintain a safe driving record and provide a copy of said record every year.
8. Maintain the mental capacity for effective interaction and communication with others.
9. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
10. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

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**Skilled in:**

1. Safe and efficient operation of vehicles.
2. Safe use of loading and unloading equipment.
3. Use of postage metering equipment and automated materials handling system.

**QUALIFICATIONS**

**Training and Experience:**

High School diploma or GED equivalency required; one (1) year of full-time experience performing similar duties in conjunction with the safe operation of motor vehicles required; and possess and maintain a safe driving record required.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavy physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20 - 50 lbs) items and occasionally very heavy (100 pounds or over) items; or the frequent operation of a motor vehicle and associated machinery or equipment requiring the manipulation of multiple controls, fine adjustments or both.

Tasks require depth perception and visual perception.

**Environmental Requirements:**

Tasks are performed with frequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess a valid Nevada Driver's License at the time of hire.

Possess and maintain a safe driving record and provide a copy of driving record at the time of application, and annually thereafter.

**FLSA:                   NON-EXEMPT**

**CBA:                   NON-SUPERVISOR**

**DEVELOPED:        JULY 1, 1995**

**REVISED:           MARCH 18, 1998**  
**JUNE 14, 1998**  
**OCTOBER 19, 2009**