

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

TITLE: Courier

DATE: April 2011

REVIEWED: September 2016

PAY GRADE:

LOCATION: District Education Office

SUMMARY: Provides a delivery service for the School District.

DUTIES:

1. Operates a delivery van of up to five ton capacity, transporting goods and materials in accordance with schedules as well as additional trips as assigned.
2. Loads and unloads vehicle by hand or using hand truck. Packs, stacks and secures items in such a way as to prevent damage and ensures the truck is loaded in such a manner as to make maximum use of available space while minimizing the amount of time required to locate goods for delivery.
3. Provides basic maintenance for the vehicle (gas, oil, water, tires), conducts security checks, reports malfunctions and maintains vehicle in a clean and orderly state.
4. Keeps simple records and logs as to deliveries, mileage and schedules.
5. Delivers to and receives mail from the Post Office and other locations as required.
6. Operates a personal computer to access messages.
7. Moves furniture between schools.
8. Picks up and delivers equipment requiring repair.
9. Delivers confidential records to storage locations including the warehouse and safe.
10. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 10.
2. A valid B.C. Driver's License. Maintains a driver abstract of less than five (5) points.
3. Ability to drive a delivery van of up to five (5) ton capacity with a high degree of safety consciousness and proper adherence to safe storing techniques.
3. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
4. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.
5. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	