

**COURIER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, to operate a City vehicle to pick-up, transport, and deliver various cargos to assigned destinations; to collect, sort, and deliver interoffice and U.S. mail; to maintain assigned vehicle; and to perform related duties as assigned.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Collects, sorts, and delivers interoffice and U.S. mail among City departments, fire stations and the Harbor District; orders and/or purchases assigned materials and supplies including housekeeping materials and supplies for fire stations as requested; maintains a stockroom of housekeeping and medical supplies; collects and delivers oxygen tanks, breathing apparatus, and fire extinguishers; retrieves paramedic equipment from area hospitals; fuels assigned vehicle; checks and maintains fluid levels and add as necessary; arranges for servicing at appropriate intervals; maintains assigned records and logs including vehicle service records.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Geography and street layout of City and surrounding area.
- Traffic laws, ordinances and rules.
- Occupational hazards and standard safety practices.

**Ability to:**

- Operate a City vehicle for the performance of assigned duties.
- Maintain basic records.
- Perform basic arithmetic calculations accurately.
- Read and understand maps.
- Work independently and efficiently to carry out assignments.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Experience and Training Guidelines**

**Experience:** One year of vehicle operation and maintenance experience is desirable.

**Training:** Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:** Possession of an appropriate, valid driver's license.

### **WORKING CONDITIONS**

**Environmental Conditions:** Indoor and outdoor environment; travel from site to site; exposure to noise.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking for prolonged periods of time; light to moderate lifting; operating motorized equipment.