

Seward County Community College
Structured Compensation - Job Description
Maintenance II/Courier

Data Year: 2017

Prepared On: 11/14/2017

Department:	Facilities	Grade:	7
Reports To:	Director of Facilities	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Scheib	Effective Date:	11/22/2016
		Revised Date:	11/22/2016

Role:

Position is responsible for providing an effective, timely, and economical system of moving campus mail between the various offices and buildings. Duties include delivering and picking up mail to/from the post office, maintaining paper supply inventory, and delivery of materials and supplies. Position may also assist others in the department during slow times of direct duties or high volume times for the department.

Essential Functions & Responsibilities:

- E 30% Pick-up and deliver mail, materials, and supplies to various offices and campus buildings. Assist receptionist with the sorting of mail.
- E 20% Assist in the coordination and the pick-up and delivery of mass mailings from the departments and offices to the college's mailroom, then to the U.S. Post Office.
- E 20% Meet various mail/freight trucks e.g. UPS, FedEx, and other carriers, and help load/unload packages for distribution to various offices and the college's mailroom.
- E 15% Maintain inventory of copy paper, envelopes, and logo printed items.
- E 10% Delivers board packets each month to the trustees.
- E 5% Assist department members as assigned; perform miscellaneous duties as assigned; and attend staff/ department meetings.

Performance Measurements:

1. Delivers campus mail/supplies within one business day.
2. Inspects and exercises normal protective/maintenance care of equipment and materials.
3. Maintains a good relationship and communication with college employees, students, and outside contacts.
4. Maintains confidentiality of incoming and outgoing mail; possesses honesty and integrity; loyal to coworkers and college.
5. Punctual, absences and tardiness reported in timely manner.
6. Works effectively and assists others in the department.
7. Attends meetings as required.

Knowledge and Skills:

Experience Six months to two years of similar or related experience.

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Education	A high school education or GED. Must possess a valid Driver's License.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge:</p> <p>Safety guidelines in lifting, carrying, and driving.</p> <p>Acceptable standards of professional behavior in regards to honesty, dependability, and confidentiality.</p> <p>Skills:</p> <p>Manages one's own time.</p> <p>Abilities:</p> <p>Must maintain a current valid driver's license.</p> <p>Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm).</p> <p>Listen and understand information and ideas through spoken words and sentences and the ability to speak clearly so others can understand.</p> <p>Move hand, hand together with arm, or two hands to grasp, manipulate, or assemble objects.</p> <p>Navigate between office conditions to variable outdoor conditions.</p> <p>See details at a close range.</p> <p>Work efficiently as a team.</p> <p>Maintain a valid Driver's License.</p>
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 30 min at one time with a total of 2 hours</p> <p>Standing for a period of 30 min at one time with a total of 3 hours</p> <p>Walking for a period of 1 hour at one time with a total of 3 hours</p> <p>Lifting up to 10 lbs continuously and up to 50 lbs occasionally.</p> <p>Carrying up to 10 lbs continuously and up to 50 lbs occasionally.</p> <p>Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, and fine manipulation</p> <p>Bending frequently and squatting, climbing, and reaching above shoulder level occasionally.</p> <p>Exposure to moving machinery, marked changes in temperature, and dust, fumes, and gases.</p>
Work Environment	Work occurs in typical office environment and variable outdoor conditions.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature