



JOB DESCRIPTION
District Distribution Driver B

JOB DESCRIPTION:

The District Distribution Driver B under the direct supervision of the Purchasing Director, distributes mail in district and to and from post office, and contributes to the efficient operation of the district office mail room.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Valid Texas Drivers license insurable with Judson ISD insurance carrier and a good driving record

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required
- Clean and neat in appearance

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient map reading skills to locate delivery locations
- Ability to be punctual and dependable
- Ability to work well and in a positive manner with staff, employees, and board members
- Ability to carry out directives from Director
- Basic math skills

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Collects and distributes all mail between district office and the post office.
3. Distributes and collects all memoranda between campuses and district office.
4. Provides a pick up and delivery service between district office and Region 20 and some bank runs as needed.
5. Assists in receiving, weighing, and metering all district outgoing mail.
6. Maintains and safeguards district office postage meter and scales.
7. Provides a delivery service to Board members when needed.
8. Provides a pick up and delivery service as needed for employee clearances to the police department.
9. Assists in various copy jobs as time allows.
10. Assists in microfilming as time allows.
11. Distributes monthly and bi-weekly payroll to campuses.
12. Assists in logging in all deliveries for tracking purposes.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), reason, understand verbal instructions, read, coordinate, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), sit, stand, climb stairs and/or ramps, pull, reach, hear, speak, maintain visual acuity, distinguish colors, and drive district van daily. Must be able to work inside and outside in temperature/humidity extremes, noise, sunlight exposure, and work around moving objects or vehicles.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Mail metering equipment

Manual Trades Pay Grade: 3

Days: 226

Wage/Hour Status: Nonexempt

Updated: August 18, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.