

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COURIER SERVICES DRIVER

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Appropriate valid Florida driver's license for vehicle(s) driven and demonstrated record of safe driving.

#### KNOWLEDGE, SKILLS, ABILITIES

- Demonstrate the ability to sort lists of schools/departments alphabetically.
- Knowledge of computer applications and technology as related to specific job functions.

#### SUPERVISION

**REPORTS TO**            Manager of Distribution Services  
**SUPERVISES**        No Supervisory Duties

#### POSITION GOAL

*To deliver and retrieve, on a daily basis, all types of communication and materials at each school and District offices.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Deliver and retrieve all courier envelopes within the school district.
2. \*Deliver, retrieve, and return District materials on loan from the District Media Center.
3. \*Deliver printed materials to the schools and District office satellite centers.
4. \*Ensure all delivery receipts are signed by schools and departments.
5. Perform other duties as assigned by the Manager of Distribution Services.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Courier vehicle

#### PHYSICAL REQUIREMENTS

**Medium Work**            Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**H-04 \$31,014 - \$53,497**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 40  
Annual Hours 2064

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 7760  
Job Code 12 Mo. 1635  
Job Code 10 Mo. 1682  
Survey Code 77645

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

March 8, 2022  
June 15, 1993

ADA Information Provided by Todd Seis  
Position Description Prepared by Todd Seis

### H-03 \$23,546 - \$40,654

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 40  
Annual Hours 1568