

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### COURIER--EQUIPMENT, Maintenance

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Class "D" or "E" driver's license required upon start date.
- Must have held a valid vehicle operator's license for the past five (5) years.
- No more than two (2) moving traffic violations within the last five (5) years.
- Ability to physically perform the responsibilities listed below.

**REPORTS TO** Office Manager

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To support Department staff in assisting warehouse operations and ensuring prompt delivery of materials, supplies and packages.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Pick up and transport electronic equipment, televisions, recorders, floor cleaning equipment and other designated items for service and repair throughout the District and central Florida region.
2. \* Pick up and transport materials and equipment as needed by the Department from area suppliers.
3. \* Pick up and transport Department correspondence and package items.
4. \* Assist in the distribution, issuance and receiving of deliveries of materials and supplies from Department warehouse.
5. \* Safely operate warehouse forklift and material handling equipment.
6. \* Ensure prompt completion of required delivery, work order, issue receipt and related documentation.
7. \* Assist in maintaining Department warehouse inventory.
8. Perform other duties as assigned by the Maintenance Purchasing Agent or the Division Supervisor.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**D-04 \$26,849 - \$47,678**  
M-12 D-258 H-2064

##### POSITION CODES

PeopleSoft Position **Multiple**  
Personnel Category **16**  
EEO-5 Line **51**

Function **Vary**  
Survey Code **77698**  
Job Code **1636**

##### ADA CODES

2 **Medium Work**  
3 **A - G / I / L - V**  
4 **C, F**

##### BOARD APPROVED

April 8, 1997