

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**DELIVERY DRIVER**

POSITION: Delivery Driver

REPORTS TO: Various Officials

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

In this position, the employee works primarily alone on a shift delivering, picking up, sorting, processing and/or distributing mail. In addition to mail delivery, this person also delivers supplies and large packages to schools and facilities. The work is performed under direction of the Foreman of Equipment and Grounds.

**ESSENTIAL FUNCTIONS:**

Operates a delivery vehicle and performs a variety of manual tasks in connection with picking up, sorting, processing and/or distributing mail, packages, and materials throughout the school system.

**DUTIES AND RESPONSIBILITIES:**

- Makes special deliveries and pickups as assigned;
- Responsible for safe operation of vehicle at all times. Keeps vehicle clean and in proper operating condition;
- Maintains orderly work area by storing metro bags, carts, and related work equipment in their assigned area;
- Operates a delivery vehicle to pick up and deliver inter-office mail and authorized materials to schools and offices on a regular schedule. Completes daily delivery log sheets, as well as daily mileage sheets;
- Receives and sorts incoming U.S. mail and inter-office mail for the school system;
- Delivers U.S. mail to Post Office in accordance with Federal Mail Regulations; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

High School Diploma or Equivalency Certificate. Two years of recent delivery driving experience, operating trucks of  $\frac{3}{4}$  tons or larger; that preferably included some training at the Mail Service Messenger/Clerk level or an equal combination of education and experience.

**SPECIAL REQUIREMENTS:**

- Possession of valid Maryland driver's license, plus maintains a good driving record. (Must provide copy of driving record.)
- Be in good physical condition, frequently necessary to lift deliveries of approximately 80 pounds; also capable of withstanding prolonged walking or standing.
- May be subjected to extensive bending, kneeling, reaching (overhead, etc.) in the course of completing daily work assignments.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 3.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP