

ISSUED: 7/92
& 3/88

TITLE: <u>Mail Driver Leader</u>	SALARY	CLASS
	SCHEDULE: _____	CODE: <u>AS403</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>AS</u>

POSITION PURPOSE

Serve as working leader of student employees engaged in distribution of U.S. and inter-department mail. Transport mail and delivery personnel to assigned areas.

ESSENTIAL JOB FUNCTIONS

- Provide functional supervision to student employees delivering mail on assigned routes. Disburse carts containing U.S. and campus mail to delivery personnel; provide instruction and direction on where delivery and pick-up points are located; handle routine questions and/or problems which arise during delivery; ensure efficient and accurate delivery and collection of all material on assigned route.
- Drive vehicle used for mail delivery. Determine route to be followed to deliver U.S. and campus mail on assigned route; bind matter to be delivered to the same location using automated tying machines; empty contents of sorting bins into carts used for delivery; oversee and participate in the placement of carts, which may be very heavy, in vehicle to be taken to assigned route; access all appropriate mail delivery and pick-up locations for assigned area which may be in several buildings and/or floors; collect out-going matter from units for later delivery.
- Transport material to be delivered via U.S. mail to post office. Load mail trays, heavy bags and cumbersome tubs containing parcels in vehicle; unload vehicle at post office and reload vehicle with mail to be delivered on campus; place in-coming mail in proper areas of mailroom for sorting. Accept registered, certified, special delivery mail at post office on behalf of the University; complete U.S. Postal Service forms to document receipt of same.
- Perform routine inspection and servicing of mail delivery vehicles. Check fuel, oil, water, anti-freeze, brake fluid, etc. levels; add fluids as necessary; wash vehicles; maintain monthly trip log to track mileage; take vehicles for service as instructed.
- Follow all appropriate U.S. Postal Service guidelines and regulations for the processing of mail. Complete necessary forms accurately; operate automated tying machine; ensure mail is delivered in a timely manner on assigned routes; work with envelopes and packages of various sizes, shapes and weights.
- Perform other duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of a valid Michigan vehicle chauffeur's license and satisfactory driving record as determined by University policy.
- Ability to transport, place, empty and fill heavy mail bags and containers.
- Ability to access all mail delivery and pick-up locations on assigned mail routes which may be in numerous buildings and/or floors.
- Thorough knowledge of University buildings and department locations.
- Ability to understand U.S. Postal Service regulations and forms, including completion.
- Ability to use and maintain mailroom equipment and supplies, including automated tying machines, vehicles, mail bags, trays and tubs, sorting bins, etc.
- Reasonable experience as a Mail Clerk.
- Must obtain security clearance.