

Job Description

Job Title: Courier

Job Code: 906140

Job Family: Infrastructure

Pay Grade: JC.12.11

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Courier, Warehouse Specialist

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Sorts, loads, unloads, and delivers mail, packages, supplies, materials, and surplus items throughout the county; provides excellent customer service; operates a two-wheeled hand truck; answers simple questions about deliveries.
- Operates vehicle, making numerous stops at county building and work locations; follows safety and security procedures while in buildings and in operation of vehicle.
- Assists in warehouse operations; inventories and shelves materials; procures inventory; prepares inventory for auction/sale.
- Ensures travel logs are accurately completed; conducts and documents daily, weekly, and monthly vehicle inspections reporting any vehicle problems; advises supervisory staff regarding routine service and maintenance needs.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

High school diploma or equivalent is required. One (1) year of related experience may substitute for education. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Previous related experience is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, fumes and/or chemicals, and loud noises.

Lifting weight: 40 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.