

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Courier
Reports to: Building Services Manager
Department: Building Services
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Distributes, sorts, prepares and collects inter-agency and U.S. mail for AMHA to and from all of its sites. Delivers office supplies and materials within the administration building.

Essential Duties and Responsibilities:

- 40% Collect and distribute inter-agency and U.S. mail at all AMHA sites. Safely operate motor vehicle. Deliver office supplies and other materials.
- 40% Sort mail into mailboxes and pouches and prepare mailings for delivery using scales and postage meter. Safely operate mail room equipment to fold and insert documents for mailing. Maintain postage records.
- 10% On a monthly basis, inspect and maintain pool vehicles.
- 10% Miscellaneous
 - Hand deliver urgent mail and board packets as directed.
 - Read photocopier meters.
 - Order office supplies.
 - Keep mail room organized and equipment serviced.
 - Interact with U.S. Postal service personnel as needed.
 - Other duties as assigned.

Minimum Qualifications, Education and Certifications:

Must have high school diploma or equivalent. Must have valid Ohio driver's license and be insurable under AMHA policy.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 50 lbs., driving a motor vehicle and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment and outdoors. Driving a motor vehicle.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.