



Position Title: **Mail Courier/Facilities Support**

Last Updated: December 2019

Reports To: Grounds Manager

Status: Non-Exempt-Hourly  
Permanent Full-time

Schedule: Calendar Year: 40 hours per week  
Actual hours assigned per the needs of the Physical Plant Department  
Monday through Friday -Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible - No

Summary Description:

Ensures the proper daily intake and delivery of all school mail and packages. Lead and or assist the Grounds Department with various task.

Essential Functions:

- Receive, route and deliver packages through computer tracking software.
- Responsible for delivery of packages in a timely manner.
- Research missing or misplaced packages
- Daily delivery of outgoing mail to the Post Office and pickup incoming mail and deliver to proper location.
- Help with daily event set ups
- Pick up and dispose of campus recycling/trash
- Must be experienced with computers i.e. Outlook, Word, Excel
- Support Grounds Department clean-up effort during snow events.
- Support Grounds Department campus maintenance as needed.

Additional Responsibilities:

- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- All Williston employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Assists with snow removal on campus when necessary
- Other duties as needed/assigned by the Grounds Manager
- May respond to maintenance emergencies as required

Qualifications:

- Three to five years' experience in a similar capacity preferably with direct knowledge of independent schools
- Must be able to work intuitively and independently as well as part of the Physical Plant team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School.
- Ability to understand verbal and written instructions; demonstrated writing and communication skills

- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Working knowledge of commercial chemicals and equipment
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment
- Must participate in annual harassment awareness training as a condition of employment

#### Physical Qualifications:

- Successfully complete post offer employment physical
- Standing/sitting for long periods of time
- Bending, lifting (up to 75 lbs.), pushing, kneeling, crouching, crawling, stooping
- Use of hands and fingers for manipulation and using tools
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Climbing step stools and ladders up to a height of six feet
- Ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight.
- Carrying materials and equipment

#### Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.