
Auburn University Job Description

Job Title:	Courier	Level I	Grade FM04 \$25,600 - \$34,600
Job Code:	NA13	Level II	Grade FM05 \$26,900 - \$36,300
FLSA status:	Non-exempt		

Job Summary

Makes deliveries to various departments/sites on and off campus.

Essential Functions

1. Delivers items, such as, but not limited to mail, documents, packages, and supplies to various departments/sites on and off campus.
2. Maintains log of items received and delivered, and processes end of month usage accounts.
3. Processes, sorts, and loads items to be delivered.
4. Ensures timely arrival of time-sensitive, dated or scheduled materials and supplies.
5. Performs minor maintenance and service on delivery vehicle.
6. Operates and performs minor maintenance and service to copy machine.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed instructions and procedures.	Ability to read and write.
II	Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Ability to read and write.

Level II Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Some reading and writing

Focus of Experience

Experience in delivery operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011
