

Code: 2282

Title: DRIVER-MESSENGER

SUMMARY: Operates a motor vehicle to pick-up and deliver mail, materials, supplies and equipment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Picks-up, sorts and delivers mail, materials, supplies and equipment to County offices, agencies, employees and clients;

Verifies accuracy of mail, materials, supplies and/or equipment according to requisitions;

Drives assigned motor vehicle(s);

Coordinates deliveries with local transportation companies, outside vendors or other County departments;

Loads and unloads mail, materials, supplies and equipment;

Addresses, stuffs and labels envelopes and packages;

Performs basic clerical work to include filing, documenting activity and using manual and computer resources for same;

Operates and maintains office equipment appropriate to area of assignment;

Makes petty cash purchases;

Maintains security of all mail, materials, supplies and equipment;

Assures sensitive materials are properly packaged, labeled and handled to prevent loss or damage;

May perform basic service and operator-level maintenance of assigned vehicles, e.g., maintain adequate supplies of fuel, oil and water, check tire inflation, inspect vehicles for safety compliance.

KNOWLEDGE & SKILLS:

Knowledge of:

- traffic laws, ordinances and regulations governing the safe operation of motor vehicles;
- routine vehicle service requirements such as fuel, oil, water and tire inflation;
- City streets, Pima County buildings and surrounding communities served;
- safety procedures appropriate to area of assignment and the handling and packaging of materials encountered in the performance of duties;
- office machines appropriate to area of assignment;
- office practices and procedures.

Skill in:

- operating and maintaining a motor vehicle;
- planning and organizing delivery schedule and routes;
- interpreting street guides and maps;
- understanding and following instructions;
- operating and maintaining office equipment;
- communicating effectively.

MINIMUM QUALIFICATIONS:

Six months of experience providing delivery or messenger services requiring the use of motor vehicles (automobile, truck or van).

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment and must be maintained as a condition of employment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that some positions within this classification may have a moderate risk of exposure to blood-borne pathogens. Per OSHA and Pima County guidelines, some positions may require Hepatitis B and tetanus inoculations and safety training and equipment. Due to need for access to medical materials, satisfactory completion of a personal background investigation, polygraph test and drug screening by law enforcement agencies may be required. Applicants may also be required to submit a copy of their driving record at the time of application or prior to appointment. Some positions within this classification that are not covered by the requirements of OSHA's Blood Borne Pathogen program may be offered, at County expense, the Hepatitis B series of vaccinations due to potential exposure to raw sewage and sharps (discarded needles/syringes).

Physical/Sensory Requirements: All positions require the ability to safely operate a motor vehicle, to lift, push, pull and carry up to 50 pounds, to stoop and bend, to wear Personal Protective Equipment (PPE) and to independently move and manipulate heavy objects. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.