Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 9/12/2023

Courier

Pay Scale: B
Level: 5
FLSA Status: Non-Exempt
Job Family: Central Office Support
Primary Location: Administration Building

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
This is vehicle operation work in delivering mail and other items to schools, school offices, and other locations. An employee in this class is responsible for retrieving, sorting, and delivering mail and other items to all schools and some central county buildings using a delivery truck. Workers follow specific instructions and procedures and refer nonstandard situations or problems to others.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Loads mail and other items to be delivered
- Sorts mail and items
- Delivers mail and other items to proper destinations
- Obtains signatures for certain deliveries as required
- Follows all daily procedures for courier

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Experience in driving common types of vehicles

Licenses and Certifications
Driver's License

Knowledge, Skills and Abilities

- Ability to operate a delivery vehicle in a safe and efficient manner, to sort and deliver mail and other items, to communicate effectively
- Follow oral and written instructions

Physical Requirements
The following provides a brief description of physical requirements for this job:

The work is mostly operating a delivery van. Typical positions require workers to lift and carry up to 50 pounds; climb stairs and ladders; bend, kneel, crouch and crawl; hold, grasp and turn objects; use fingers to operate computer keyboards; and feel the shape, size and temperature of objects. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.