

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5729

MESSENGER DRIVER LEAD

Abolished Effective February 10, 2006

BASIC FUNCTION

Lead others and perform delivery and pick-up activities for campus delivery service.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of others.

TYPICAL WORK

Organize work for campus delivery service personnel;

Maintain records and scheduling (quarterly, daily and special);

Provide supervisor with estimate of campus delivery service staffing and equipment needs;

Deliver library, building and office supplies, laboratory specimens, audio-visual equipment, tapes, books, U.S. and campus mail and motor pool vehicles; make daily deliveries and pickups to downtown business outlets and other off-campus locations;

Load and unload vehicles; hand deliver light items to destination;

Issue memos and schedules to inform faculty and staff of services, hours, and priorities; inform staff and faculty how to fill out delivery request cards;

Oversee checkout procedures for Learning Resource Center equipment; complete equipment requests when incomplete;

May organize, issue, and retrieve keys; maintain delivery cabinets at facilities;

Perform the duties of a Messenger Driver;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Six months of experience as a Messenger Driver OR equivalent education/experience AND possession of a valid vehicle operator's license.

New Class: 6-22-76

Revise Class and Title: 10-6-89