

Hobbs Municipal Schools Job Description

Position: Pony (Mail Delivery)

Group: 4

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To provide in-district mail service between Hobbs Municipal School Facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record with appropriate license
3. Must be able to pass employment verification

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Pick up and deliver correspondence to and from schools and other district facilities
10. Pick up and deliver Audio Visual materials
11. Pick up, sort and deliver mail to and from post office
12. Deliver special mail and correspondence for Central Office
13. Pick up cafeteria money
14. Make deposits
15. Deliver payroll
16. Custodial care each morning and during the summer months at the Maintenance Department
17. Comply with all school board policies and regulations.
18. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical lifting and moving of materials and supplies.
2. Account for supplies, materials, and equipment as required.
3. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
2. Ability to operate a delivery vehicle in all kinds of weather.

3. Hand/eye coordination, normal range of sight.
4. Physical stamina to continually be lifting and moving heavy bags and boxes.
5. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.

Terms of Employment:

Salary and work year to be established by the Board.