Job Title: Courier  
Job Code: 31936

**JOB SUMMARY**

The Courier is responsible for transporting mail and/or materials in a vehicle and for maintenance of the vehicle.

**MAJOR DUTIES**

- Operates a motor vehicle in order to transport mail and/or materials. Assists in loading and unloading packages, goods and materials;
- Reports all accidents, incidents and/or breakdowns involving vehicles(s) while in use; makes arrangements for vehicle towing and/or alternate transportation if needed;
- Performs and/or assists with preventive maintenance of vehicle. Checks fuel, oil, battery, etc. to ensure continued operation;
- Records a variety of required data on appropriate forms (i.e., mileage, fuel consumption, passenger information, maintenance and repair needs, etc.);
- Performs general maintenance of office areas and grounds. i.e., cleans and/or mops floors, rest rooms, tables, appliances, etc. as necessary. Inspects first-aid kits and fire extinguishers to ensure continued and safe operations.

**COMPETENCIES**

- Ability to operate vehicles carefully and competently, following all traffic laws
- Ability to operate two-way radio and/or cellular telephone
- Ability to recognize defects in the equipment that impact safety
- Ability to perform pre-trip vehicle safety inspection
- Knowledge of traffic laws
- Knowledge of preventative maintenance procedures
- Skill in interpersonal relations and in dealing with the public

**MINIMUM QUALIFICATIONS**

- Class C Georgia motor vehicle operator’s license

**PREFERRED QUALIFICATIONS**

- Preferred qualifications may vary from location to location.