



## **COURIER**

**PAYGRADE: 12**

**FLSA STATUS: Non-Exempt**

**LAST REVIEWED: April 2021**

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### **GENERAL PURPOSE:**

Under the direction of the Warehouse & Supply Specialist III, operate a department vehicle to collect and deliver mail, supplies, and related Fire and EMS materials as directed.

### **ESSENTIAL FUNCTIONS:**

- Operate a department vehicle to pick up, transport, and deliver such items as mail, supplies, freight, etc. in support of RFA operations.
- Pick up, transport, and deliver firefighting and emergency medical equipment from fire stations and/or hospitals to other locations in support of Fire Department operations.
- Travel to emergency scenes to provide support and supplies for Fire Department field personnel, as directed.
- Assure correct routing of personal equipment to individual firefighters by closely monitoring daily rosters and special assignments.
- Maintain accurate records of shipments and deliveries, as required by internal Logistics processes.
- Perform routine business transactions with product vendors, such as returns, exchanges, and receipt verifications.
- Assist warehouse personnel as needed with shipping, receiving, order filling, and inventory control.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### ***Knowledge:***

- Basic record-keeping techniques.
- Basic research methods.
- Quality customer service principles and practices.
- Traffic signs, signals and applicable driving safety precautions and procedures.

#### ***Skills:***

- Responds and assist to a diverse assortment of inquiries and persons with professionalism and sensitivity.
- Exceptional communication skills, with the ability to express effectively and with clarity to internal and external customers.
- Analyzing situations accurately and adopting an effective course of action.
- Safely drive a vehicle in heavy traffic.

***Abilities:***

- Perform administrative duties with speed and accuracy.
- Present ideas and concepts clearly and concisely.
- Use interpersonal skills effectively in a tactful, patient, and courteous manner.
- Process, track and distribute multiple/simultaneous calls that frequently disrupt routine assignments in an accurate and professional manner.
- Be an enthusiastic team player with strong drive to create a positive work environment.
- Work independently with little direct supervision and maintain confidentiality.
- Plan and organize work to meet schedules and timelines.
- Read a map and locate destinations.
- Become familiar with, follow, and actively support the Puget Sound RFA's mission, vision, and core value statements.

**MINIMUM REQUIREMENTS:*****Education:***

Entry Level – No requirements

***Experience:***

Entry Level – No requirements

***Preferred:***

Previous delivery or related experience.

***Or:***

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Driver's License
- Must maintain an excellent driving record.
- Required to operate and maintain vans and pickup trucks, hand truck, dolly, and pallet jack.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work is performed in an outdoor environment, i.e., driving and delivering goods. Some work is performed in an indoor office environment, i.e., receiving directions and assignments. Some work is performed in an indoor warehouse environment, i.e., assisting with inventory. Employee is subject to driving in heavy traffic.