Job Title: Courier/Staff II  
Reports to: Assistant Director of Facilities  
FLSA Status: Non-exempt  
Level: 113  

Job Summary:  
Delivers messages, documents, packages, and other items to on and off campus location. Picks up and sort’s materials, supplies, and mail. Performs office/clerical work for the Facilities Office.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:  
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides courier services for the Bradenton Campus and METV, which includes the Bradenton, and North Sarasota area. Variable but generally (3-6 hrs per day). Remainder of day performs office duties.

2. Accounts for and processes the time cards for Facilities Department and METV. Maintains the Facilities Leave of Absence Calendar.

3. Closes out and files completed service and work orders. Generates follow-up service orders when indicated on completed preventive maintenance work orders.

4. Provides backup for other office staff. Answers phones, take messages, and assist with trouble desk duties. Greet scheduled visitors and directs them to the appropriate area or person. Assist with vehicle reservations for motor pool for collegewide users. Enter service orders. Dispatch maintenance staff for urgent situations.

5. Perform general office duties such as: maintaining the filing for blanket and monthly purchase orders; preparing and sending outgoing postal mail, emails, faxes, and FedEx; general filing; looking after office equipment.

6. Performs other relevant tasks to meet department-specific requirements, including specialty tasks assigned by the Director and Assistant Director of Facilities.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and two years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and understand basic instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of basic word processing, spreadsheet, and Internet software. Within three months of hire must be able to use college e-mail and other college required software.

- **Certificates and Licenses:**
  Florida Driver’s License.

Responsibility for People and Property:
This position ensures the courier van operates effectively.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine phone and e-mail contact with all levels of State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has frequent contact with vendors and contractors.
Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use manual dexterity. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb, or balance and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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