

COURIER AND CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of courier and cleaning work. The courier work involves collecting and distributing mail, supplies and other materials. The cleaner work involves applying a variety of cleaning methods to both the interior and exterior of a building. Employees in this class work under supervision, and do not supervise others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Delivers and collects mail, office and maintenance supplies and other materials;
Operates motor vehicles;
Ensures safety of vehicle for safe operation;
Dusts furniture, blinds, window ledges, etc.;
Collects and disposes of refuse;
Washes windows, floors, walls, tables, toilets and lavatory facilities;
Strips, waxes and sweeps floors/walkways;
Assists in building maintenance work;
May perform routine maintenance on vehicles such as washing, cleaning, changing tires, etc.;
May shovel snow and perform other outside work;
May move furniture, furnishings, and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the methods used in delivering, distributing, and collecting mail, supplies and materials; working knowledge of cleaning methods, materials and equipment;
skill in safe operation of motor vehicles; ability to follow simple oral and written instructions.

MINIMUM QUALIFICATIONS: No formal education or experience is required.

SPECIAL REQUIREMENT: It is the responsibility of the appointing authority to ensure that the incumbent possesses a valid driver's license.