**Delivery Specialist II Standard Job Description**

**Classification Title:** Delivery Specialist II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 4

**Job Description Summary:**

The Delivery Specialist II, under supervision, supervises and trains delivery specialists; assists in sorting duties in the central mail room; assists in delivering and collecting mail.

**Essential Duties and Tasks:**

**40% Mail Collection and Distribution Management**

* Supervises and assists with collecting, sorting, preparing, and distributing office products, parcels, mail, inter-campus mail, and custodial products to campus customers.
* Distributes office products, parcels, mail, and inter-campus mail to campus customers.
* Arranges and bags mail by department into delivery sequence for routes.
* Participates in special mail pick-ups and deliveries.

**20% Vehicle and Equipment Oversight**

* Performs daily maintenance checks on route vehicle.
* Ensures that vehicle is properly maintained.
* Handles accounts for special mail.

**10% Training and Supervision**

* Assists supervisor and mail leader in the coordination of training for student workers.
* Supervises and assists with all duties in the central mail room.

**10% Customer Service Support**

* Helps at the customer service window.
* Assists in rating, metering, and caging of mail.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of training and experience.
* One year of mail service experience.

**Required Licenses and Certifications:**

* Valid Class 'C' Texas Driver's License within 30 days of employment.
* Inability to obtain a valid Class 'C' Texas Driver's License may result in termination

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Familiarity with mail routes, bulk mail, and meter room operations including postage computer and registered and insured mail

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**