**Mail Service Supervisor Standard Job Description**

**Classification Title:** Mail Service Supervisor

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Mail Service Supervisor, under general supervision, supervises the collection, sorting, and delivery of all campus mail and United States mail. Oversees meter room activities.

**Essential Duties and Tasks:**

**40% Mail Sorting and Delivery Management**

* Supervises daily sorting of campus mail and United States mail into departmental cages.
* Plans and establishes mail delivery schedules and routes for campus delivery and for pickup and delivery to U.S. Post Office.
* Supervises and assists with collecting, sorting, preparing office products, parcels, mail, intercampus mail, and custodial products for campus customers.
* Rates mail for proper postage and ensures, registers, and certifies mail.

**20% Staff Training and Oversight**

* Trains and oversees staff in mail route delivery.
* Supervises employees who sort, deliver, and pick up mail.
* Assists customers at the service window, ensuring high-quality service.

**10% Equipment Operation and Maintenance**

* Operates tying machine, calculator, and postage meter.
* Performs daily maintenance checks on route vehicle and is responsible for mail security.
* Inspects mail vehicles for maintenance needs.

**10% Administrative Support**

* Assists manager with payroll and budgetary processes.
* Operates the facility mail service in the absence of the manager.
* Administers services related to accountable 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 diploma or equivalent combination of education and experience.
* Five years of mail service experience including three years of supervisory experience in mail processing and distribution. Three years of supervisory experience

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**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.
* 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**

**No**

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

**Yes**

**No**