

## **EAST BAY REGIONAL PARK DISTRICT**

### **MESSENGER**

#### **GENERAL FUNCTION:**

Under supervision, to drive a motor vehicle between the Parks, Administrative Offices, Post Office and other areas to pick-up and deliver various U.S. Postal Service and interoffice mail and small packages.

#### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

Keeps regular schedule picking up and delivering U.S. Postal and interoffice mail, small packages, etc., to and from all points in the East Bay Regional Park District and the Bay Area. Helps organize, sort and meter all U.S. Postal and interoffice mail as directed by the Facilities Manager. Assist District staff with preparing packages and mail for carriers such as FedEx and UPS. Makes special deliveries or emergency runs when required. Maintains equipment in a clean and safe condition.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Equivalent to completion of the twelfth grade, and

**Experience:** One year of experience as a professional driver.

**License:** Must possess a valid California driver's license as a condition of initial and continued employment in this classification.

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

Knowledge of State and local traffic regulations. Skill to drive safely and efficiently in traffic. Ability to lift up to 50 lbs. Ability to work in all types of weather. Ability to maintain harmonious relations with all park personnel, local contracts and the public. Ability to remain calm and courteous in all conditions of traffic.

Board Rev. 1/73

Revised and Approved by the General Manager: August 19, 2008