

LEAD MAIL AND DELIVERY WORKER

JOB DESCRIPTION

Classification Responsibilities: A Lead Mail and Delivery Worker is responsible for providing lead guidance to the Mail and Delivery Workers involved in the pick up, sorting, and distribution of interdepartmental correspondence; mail received from the Post Office; office supplies; and printed materials. The incumbent is responsible for maintaining records for the postal permit imprint and metered bulk mailing accounts; operating and supervising the use of the direct impression printer; and working with departments and/or divisions to format their address databases using SmartAddresser to create and process mailings. The lead responsibilities for this class include: ensuring all day-to-day and special projects are completed in a timely manner; assisting in the training of new employees; assisting in reviewing, organizing, and revising mail routes; assisting in the inventory of office and equipment supplies; ordering necessary supplies; and keeping employees informed of any changes (example: duties, routes, etc.) by maintaining the office bulletin board. Additionally, this class is also responsible for performing the same duties as the Mail and Delivery Worker class (example: picking up, sorting, delivering, and distributing interdepartmental correspondence, mail received from the Post Office, office supplies, printed materials, and other items.) This class is responsible for performing related duties as required.

Distinguishing Features: The Lead Mail and Delivery Worker is required to use appropriate safety equipment and follow safety procedures in completing assigned duties. Decisions are made within established guidelines and procedures and require the application and interpretation of general postal and shipping knowledge. This class is distinguished from the Mail and Delivery Worker class by its lead responsibilities. General supervision is received from the Printing and Graphics Coordinator who reviews work through observation, meetings, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Good (1 - 3 years) experience working in a mail services operation. Experience with personal computer (PC) software applications (example: word processing, spreadsheet, data management).

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Must be able to lift or move heavy objects weighing up to 70 pounds or more using a cart or other equipment aid, and must be able to accept items weighing up to 150 pounds for shipping or delivery.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with United Parcel Service (UPS), Federal Express (FedEx), United States Postal Service (USPS), and mailing agencies in accurately processing and delivering mailings and in submitting special mailings. Communicates with management, coworkers, and other City employees to establish and maintain effective working relationships. Responds to user-department requests regarding their address databases, mailing design, and deadlines. Trains new employees in Mail and Delivery Worker duties. Advises user departments on the various classes of mailings, what is most appropriate for their mailings, and information on mail piece design. Provides input to the Printing and Graphics Coordinator regarding full-time Mail and Delivery Worker performance appraisals, supply and equipment needs, routes, etc. Prepares the following: forms to go with certain items (example: certified, insured, registered, C.O.D. [Cash on Delivery], etc.); worksheets detailing division postage expenditures; and written statements of mailings and UPS/FedEx shipping records.

Manual/Physical: Picks up and delivers mail, interdepartmental correspondence, and other items from departments. Inspects mailing equipment to ensure it is running smoothly and that operation is correct. Compiles data on division postage expenditures. Uses common hand tools to make adjustments to equipment. Operates, performs minor maintenance on, and troubleshoots a variety of mail-processing equipment, such as: an automated inserting system, electronic postage scale, two-station folder/insert mailing machine, etc. Processes utility bills by operating the folding/inserting machine, reviewing the zip code density report, and presorting and labeling mail according to appropriate postal regulations. Delivers processed mail to the Post Office. Sorts, bundles, and labels mail and mail trays for first-class presort mailings and third-class bulk mailings according to USPS regulations. Operates a motor vehicle requiring a standard Arizona Driver's License to drive scheduled routes, adhering to prescribed time schedules and operating safely through traffic. Performs preventive maintenance on assigned vehicles (example: check oil, transmission fluid, tire air pressure, fill with fuel, and wash regularly). Moves heavy objects (UPS/FedEx packages, book bins, etc.) weighing up to 70 pounds or more with an aid to assist for distances of up to 25 feet in making deliveries. Accepts parcels weighing up to 150 pounds for shipping or delivery. Cleans work area and equipment using cleaning fluids, such as rubber rejuvenator, silicon spray, etc. Works in all weather conditions.

Mental: Determines mailing costs and the most economical and effective ways to mail items using wall charts, postal scales, and density reports. Interprets service manuals to perform minor maintenance and troubleshooting tasks on mailing equipment. Interprets information outlined in the Postal Domestic Mail Manual and various UPS/FedEx manuals to process mailings. Coordinates employee schedules to assure mail routes are covered. Learns department procedures, mail routes, large mailing preparation methods and techniques, and UPS/FedEx and USPS rates, rules, and regulations through on-the-job training. Prioritizes own work assignments. Makes accurate mathematical computations and tabulates the daily postage used by the department.

Knowledge and Abilities:

Knowledge of:

training methods and practices;
UPS/FedEx and USPS rates, rules, regulations and postal laws;

the use and minor maintenance of mailing equipment and postal scales;
PC software applications; and
the office practices and procedures related to filing, indexing, maintaining records, and verifying and checking the accuracy of figures.

Ability to:

assign and lead the work of Mail and Delivery Workers;
work with all City divisions with their address databases, mailing design, preparation, and type of services requested to reduce mailing costs and improve efficiency in delivery service;
make mathematic computations;
operate and maintain various types of mailing equipment and make minor adjustments;
use UPS/FedEx and USPS rates, regulations, and forms routinely;
coordinate the duties of temporary workers;
move heavy bundles weighing up to 150 pounds or more, using proper and safe lifting techniques; and
follow written and oral instructions.

The duties listed above are intended only as general illustration of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-GEN

INCREMENTS 69-200

PAY GRADE: 37

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