



MAIL DELIVERY DRIVER

4404

CLASS CONCEPT

The **Mail Delivery Driver** operates medium to large trucks, 26,000 gross vehicle weight rating or lower, to load and deliver State of Oregon mail and parcels.

Sort mail in preparation for delivery or transport. Deliver mail to agencies according to established routes. Complete hand deliveries as requested. Meet schedules for the collection and return of interagency mail and parcels. Maintain accurate records of deliveries. Follow all security procedures for handling and delivery of confidential and negotiable documents and biologic agents. Enter data into computer and operate electronic scanning devices as part of the package tracking system.

Inspects truck before and after trips and submits report indicating truck condition. Maneuvers truck into loading or unloading positions and loads and unloads trucks.

DISTINGUISHING FEATURES

This is a single classification not currently part of a series.

MINIMUM QUALIFICATIONS & SKILLS

Mail Delivery Driver – Two (2) years of experience operating vehicles to deliver mail, parcels, or merchandise.

SKILLS:

- Understand and apply Oregon motor vehicle codes.
- Understand and apply shipping and delivery instructions.
- Complete minor vehicle maintenance.
- Safely operating a motor vehicle in all types of weather and road conditions.
- Prepare detailed written records of work accomplished and transactions completed.
- Follow a delivery schedule.
- Change tires, install chains and use jumper cables.
- Use a personal computer.
- Interact with the public to gain and share information.
- Move mail and parcels using accepted safety processes and procedures.

Licenses and Certifications: Oregon driver license appropriate for the class of vehicle used by the employing agency.

Note: An acceptable driving record will be required and confirmed before hire.

DISTINGUISHING FEATURE FROM SIMILAR SERIES

Truck Driver: The Mail Delivery Driver is distinguished from the Truck Driver series because of the assignment to sort and deliver State of Oregon mail and parcels. While the Mail Delivery Driver is also responsible to operate a medium or large truck, 26,000 gross vehicle weight rating or lower this is only a portion of the duties assigned.

Adopted 10/2007
Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division