



Job Title: Driver/Warehouse Associate.	Pay Range: Per Association Guidelines
Department: Production	Revisions Date: December 2017

Position Overview:

Receive & check in materials, complete final preparation of mailings, deliver mail to the post office, pick up projects at various locations as well as perform general upkeep of the warehouse & equipment.

Essential Job Functions

Prepare mailing & projects for shipping.

Loading mailings and/or shipments into transportation equipment.

Deliver mailings to the post office and present the mail to BMEU, in accordance with the procedures developed by each post office. This includes, but is not limited to, unloading mailings from truck or van, presenting paperwork, delivering postage checks, and weighing and moving the mailings.

Accept and record deliveries.

Prepare shipments including, but not limited to, shipments for couriers and customers.

Perform general upkeep of both the van and truck. This includes, but is not limited to, fueling, checking fluids, doing daily safety inspections, washing the vehicles, and general preventative maintenance.

Perform general upkeep of the production area. This includes, but is not limited to, emptying recycle bins and trash daily, picking up and organizing pallets.

Perform general upkeep of the dumpster area. These includes, but is not limited to, picking up around trash and recycle dumpsters and closing dumpster lids at night before leaving.

Help in other areas or production as needed and/or requested. This includes, but is not limited to, hand work, feeding machines, and sorting basic jobs.

Recycle any recyclable materials.

Working knowledge of applicable US Postal Regulations

All other duties as assigned.

Other Job Functions

Verifying that tray and sack counts are accurate.

Checking that paperwork is accurate

Checking that postage has been covered

Tracking inventory by computer system, monitoring levels of inventory that need replenishing

Keeping postal equipment stocked as needed

OTHER REQUIREMENTS – (To perform essential functions of the Job)

EDUCATION AND/OR EXPERIENCE – High School Diploma, GED or equivalent training preferred

Fork lift certification preferred.

Class B Drivers License preferred

Proficiency in Word, Excel and basic computing skills

LANGUAGE SKILLS – Able to communicate and understand English.

Must be 21 years of age and have a driving abstract of 5 years.

MATHEMATICAL SKILLS – Basic skills to include adding, subtracting, multiplication and division.

PHYSICAL DEMANDS - Pushing and pulling up to 1500 pounds throughout 15,000 square foot warehouse, using a pallet jack with an approximate frequency of up to 20% of total work time

Lifting and carrying up to 40 pounds less than 20 feet with an approximate frequency of up to 10% of total work time

Moving materials safely throughout 15,000 square foot warehouse, with an approximate frequency of up to 5% of total work time.

Standing for extended periods of time.

Bending, stooping, and/or squatting with an approximate frequency of up to 20% of total work time

OTHER SKILLS - Vision sufficient to read printed fonts down to 10 point and to recognize print quality at a high standard.

WORK ENVIRONMENT – Potentially wet, cold, or hot environment. Noise levels may require ear protection

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.
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