

DRIVER MESSENGER

Department: Varies

Classification: Non-Competitive

Specification Number: 0160

Approved: 11/13/23

Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title operates a low-speed vehicle for the purpose of collecting and delivering messages, records, and materials from predetermined locations. Instructions are usually received in the form of written or oral requests for specific items to be picked up or delivered. The employee may participate in other various routine tasks assigned between deliveries. Work is reviewed upon completion for prompt delivery of materials requested and the safety of vehicle operation. Does related work as required.

TYPICAL WORK ACTIVITIES

Operates a low-speed vehicle for transporting records, materials, and other supplies on an established route or as directed;

Performs routine clerical or other routine tasks in the office of assignment between deliveries;

Documents and tracks the items picked up and delivered;

Gives minor routine maintenance service to assigned vehicle;

Checks vehicle each day for gasoline, oil, battery level, tire pressure and general running condition and cleanliness;

May transport legal files, confidential material or high priority items.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the geography of the Town; good knowledge of traffic regulations; some knowledge of office practices and procedures; ability to operate a low-speed vehicle safely and efficiently under adverse weather conditions; ability to understand and follow oral and written instructions; ability to learn assigned clerical or other routine tasks readily; physical condition commensurate with the demands of the position.