

The Maryland-National Capital Park and Planning Commission

TITLE: Driver-Messenger
SERIES: General Clerical

GRADE: 04 **CODE:** 1110
DATE: 1/13/88

Class Definition

Under general supervision, performs routine delivery work involving some responsibility, complexity, and variety. Drives car or light truck to deliver mail and carry passengers to Commission facilities and other locations in the local area. Performs routine mail room duties. Performs other related duties as assigned.

Examples of Important Duties

1. Sorts and organizes envelopes, packages, mail, paychecks and other items to be delivered each day. Plans most efficient delivery route.
2. Operates Commission car, van, or pick-up truck to drive regular, assigned delivery route. Makes 1-2 runs per day, possibly with different routes on alternate days. Makes special runs when necessary.
3. Picks up and delivers mail and other items at U.S. Post Office and Commission facilities.
4. Picks up and delivers Commission staff and other passengers at Commission facilities, airports, and other locations in Washington, D.C. area. Drives managers, staff and other passengers on tours of Commission facilities.
5. Cleans and washes vehicles. Fills vehicles with gas and oil. Takes vehicles to garage for repairs, preventive maintenance, and inspections. Provides care and coordinates maintenance of Headquarters vehicles.
6. Maintains simple records (e.g., auto mileage, gas and oil, delivery log).
7. Collects coins from parking meters and light meters at park facilities. Deposits cash and checks in bank for Commission.
8. Folds and inserts materials into envelopes. Wraps items in packages. Operates postage machine and puts correct postage on letters and packages.

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9. May operate photocopier to make copies of documents upon request. Collates and staples copies.

Important Worker Characteristics

- A. Some knowledge of (1) Commission organization;* (2) Commission policies and procedures;* (3) geography of Washington, D.C. metropolitan area; (4) office practices.
 - B. Skill in operation of (1) automobile, light truck; (2) photocopier; (3) postage machine.
 - C. Ability to (1) follow directions; (2) read routine reports and correspondence, (3) write simple records; (4) write legibly; (5) work well with others; (6) lift up to 50 pounds; (7) read and interpret street maps; (8) perform simple arithmetic.
- * Developed primarily after employment in this job class.

Minimum Qualifications

1. Combination of education and experience to indicate some knowledge of general delivery practices; area street names and locations;
2. Ability to read, write and perform simple arithmetic and follow simple oral and written instructions.
3. Valid driver's license or the ability to acquire one.

Working Conditions

Primarily works in vehicle. Considerable driving. Exposed to weather, traffic hazards, moderately heavy lifting. Pressure to adhere to schedule.

