

Cape Girardeau Public School District No. 63
Job Description

Job Title: Pony Driver

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports to: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Pony Driver is responsible for duties such as metering packages, sorting and processing of mail; completion of various mail projects for a department or school; assigning the proper postage and rating to outgoing mail; picking up and distributing of school building mail; and/or running varied errands.

Required Qualifications:

- High School diploma or equivalent
- Knowledge of delivery techniques and procedures.
- Must possess a valid Missouri driver licenses.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

Essential Duties and Responsibilities:

- Receives, sorts, cases, and processes incoming mail. Weighs, meters, bundles and sorts outgoing mail in preparation for inter-campus delivery or delivery via the USPS.
- Deliver food, supplies, books, etc. to each school building.
- Load and unload vehicles.
- Check merchandise that is being delivered for completion and condition of orders or requested materials.
- Pick up materials and daily deposits from each building.
- Transfer materials as requested between buildings.
- Assist cafeteria and building staff as needed.
- Assist warehouse and maintenance staff with receiving and storage of foods and supplies.
- Assist with maintenance functions during time school is not in-session.
- Performs other duties as assigned by supervisor.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Revised: August 2013