

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Messenger

JOB CODE : 050105

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent receives and delivers mail, packages, and messages on an assigned route following procedures established by the department.

DIMENSIONS

The incumbent has no supervisory responsibilities and reports to an Office Assistant IV.

NATURE AND SCOPE

1. Picks up and delivers intracompany and user agency mail, messages, packages, and other unclassified material and documents from various locations by following a predetermined route and meeting time schedules at each stop;
2. Drives light vehicles to predetermined pickup and delivery points and makes special trips when required;
3. Sorts outgoing pony mail and U.S. mail following prescribed regulations;
4. Loads and unloads shuttle buses four times daily;
5. Operates mailing machines and postage scales so that the most economical rate is used for outgoing mail;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking short distances while picking up/delivering mail between vehicle and buildings;
2. Frequent sitting while operating vehicle between pickup and delivery points;
3. Frequent lifting 20 to 50 pound mail sacks and packages with up to 30 repetitions per shift;
4. Pushing/pulling of mail carts to and from buses and light vehicles exerting 10 to 35 pounds of force;
5. Frequent climbing in and out of light vehicles; stair climbing, two flights five to ten times per shift;
6. Constant bending/twisting/turning at waist and neck while loading/unloading mail and driving vehicle throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while sorting and delivering mail, operating vehicle, completing paperwork, and using office equipment; frequent reaching above waist level;

Messenger

8. Constant use of sight abilities in sorting/delivering mail, operating vehicle, and maintaining a safe work place;
9. Frequent use of speech/hearing abilities in communicating with fellow workers and supervisors.

Mental

1. Constant mental alertness, concentration, and attention to detail required in operating motor vehicle, sorting/delivering mail, and maintaining a safe work place;
2. Must possess independent judgement, ability to plan/organize/prioritize work based on section procedures that deal with sorting and distributing mail and other day-to-day work assignments;
3. Must be able to handle highly sensitive materials in a secure and responsible manner;
4. Must be flexible and able to work unusual hours and shifts at remote locations as required;
5. Must be able to read/write/speak English, read addresses, and communicate with fellow workers and supervisors; must be able to read maps, routes, and schedules;
6. Must possess basic mathematical skills in order to operate postage equipment to determine most economical rate;
7. Must be able to deal with constant pressure of schedules and deadlines;
8. Must be able to follow established procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed both indoors and outdoors, driving government-owned light vehicles in all weather and traffic conditions on paved and unpaved roads to remote areas at the Nevada Test Site and Las Vegas.

Tools & Equipment Used: Van, mini-van, truck, mail carts, hand truck, mailing machines, postage scales and meters, mail sacks, bins, and trays. Safety equipment includes safety shoes, seat belts, and back support belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of related work experience required. Mailroom experience desirable. Incumbent will be automatically reclassified to Courier when a "Q" Clearance is granted.

OTHER SPECIAL QUALIFICATIONS

The incumbent will be required to drive light vehicles in all weather conditions and to wear safety shoes. Valid state driver's license required. Incumbent must have ability to obtain a "Q" Clearance.