

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: UNIVERITY POSTAL MAIL CARRIER

Reports To: Designated Supervisor

UW Job Code: 7260

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 43-5052

FLSA: Non-exempt

Pay Grade: 14

Date: 9-13-99 (revised 4-1-02; 7-1-02; 5-28-03; 7-1-04; 7-1-06)

JOB PURPOSE:

Sort, deliver, and pick up packages/mail from departments to be processed through the campus mail department for on-campus delivery or through the U.S. Post Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must adhere to Federal Postal Regulations; stay current with changes in Federal regulations.
- Sort, carry and deliver incoming mail to campus locations.
- Pick up and prepare campus mail for delivery to federal postal system or on-campus delivery.
- As required, deliver and/or pick up non-routine items such as Express Mail or label/bulk mailings.
- Sort mail into the University department's on-campus Federal Post Office boxes.
- Determine and apply postage to outgoing mail; and record insured, certified and registered mail.

SUPPLEMENTAL FUNCTIONS:

- May maintain and troubleshoot problems with the mail trucks.
- Assist clientele with postal questions.
- Deliver large items to U. S. Post Office.

COMPETENCIES:

- Attention to Detail
- Consistency
- Integrity
- Technical/Professional Knowledge
- Service Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal postal rules, regulations and procedures.
- Safe driving regulations and methods.
- Applicable University regulations.
- Safe lifting and moving techniques and methods, either manually or with lift equipment.
- Campus department locations.
- Basic record-keeping methods and procedures.

Skills and Abilities to:

- Move and/or lift objects weighing up to 200 pounds regularly.
- Safely operate postal equipment including handcarts, mechanical lifts, sorting equipment, and delivery trucks.
- Pick up, deliver, and receive mail.
- Effectively sort mail with hand and eye coordination.
- Check, count and verify numbers.
- Understand and follow safety regulations and procedures.
- English reading ability for sorting mail.
- Provide customer service by answering questions about how to wrap packages and the mail requirements.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Operate mail truck. Regularly exposed to indoor and outdoor conditions; subject to temperature changes, confined spaces, mechanical hazards, and noise.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act

(exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.