



Print Shop Assistant/Transporter

SUMMARY: Under basic supervision, delivers and pickups paper supplies/copies to MPS schools.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Delivers paper/copy supplies to schools according to assigned delivery route; follows strict time constraints, keeping within safety standards and traffic regulations at all times.
- Picks up paper/copy delivery bins from various MPS buildings.
- Drives courier routes to deliver and pick up mail, packages, and supplies between MPS buildings.
- Performs daily vehicle inspection and cleaning, and completes all required written reports.
- Operates MPS vehicles in accordance with all traffic laws, regulations, and procedures.
- Operates various copier equipment.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School Diploma or GED equivalent; AND two years of delivery experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- Safety rules and regulations, and safe driving techniques in all road conditions.
- Safety practices for pickup and delivery of various supplies.
- Local geographical area, road systems, and city and state traffic regulations.

Skill in:

- Operating vehicles in a safe manner, in compliance with all traffic laws.
- Maintaining a warehouse inventory system.
- Following verbal and written instructions and procedures.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. DOT (Department of Transportation) physical required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a transit vehicle in a traffic environment, with moderate physical requirements; may be required to lift and move items weighing up to 35 pounds.