Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543   MOISD Job Opportunities

NOTICE OF VACANCY

Title: District Courier
Start date: March 24, 2025

Classification/FLSA: Hourly, Non-union

Duration: Part-time school year position

            Tuesdays & Thursdays / 6 hours per day

Reports to: Lead Operations & Maintenance

Location: Mecosta-Osceola ISD

Position Summary: The District Courier provides mail delivery and courier services for school buildings and departments throughout the District on an assigned route.

Professional Requirements / Education and Experience

- Minimum high school diploma or equivalent.
- Must have a valid Michigan driver license and evidence of insurability.
- Possess and maintain demonstrated record of safe driving.
- Knowledge of basic methods and practices used in delivery.
- Excellent physical stamina
- Must be organized and possess exceptional time-management skills.
- Knowledge of routine vehicle safety requirements and traffic laws.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Drive an assigned vehicle to pick-up and deliver mail and materials, including packages and equipment, in a timely manner and without damages.
- Exceptional ethical standards as it relates to handling confidential materials and high value items.
- Follow all district rules and procedures, including reporting suspicious or questionable items/encounters to supervisor.
- Maintain prompt schedules and timelines.
- Accurately sort and process mail.
- Ensure vehicle is in safe operating condition and in compliance with established guidelines. Report potential maintenance or mechanical issues in timely manner.
- Observe safety and lifting protocols while loading and unloading vehicle.
- Check materials in and out.
- Maintain appropriate documentation of receipts and deliveries.
- Provide reliable and ethical service of duties with minimal supervision.
- Observe legal regulations and safe driving practices at all times.
- Comprehend and follow oral and written directions.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Communicate effectively both orally and in writing.

Supporting Schools and Student Achievement

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- Establish and maintain effective working relationships with those contacted during the performance of required duties.
- Maintain regular, reliable and punctual attendance.
- Additional duties as assigned by Superintendent or designee.

Work Environment and Physical Demands

Work requires operating a vehicle throughout the district and entering multiple building types. Noise level is generally minimal to moderate. While performing the duties of this job, the employee is required to safely operate a vehicle, sit for long periods of time, stand and walk regularly, including using stairs and on uneven ground; bend, stoop, kneel, crouch, or crawl; use hands and arms to type, write, reach overhead and horizontally, handle, lift, move, push, pull and carry up to 100 pounds; speak and hear to accurately exchange information. Specific vision abilities include close vision, ability to adjust focus with emphasis on long periods of concentration while driving in all weather conditions. Must be able to tolerate work interruptions and adapt to changing priorities.

Compensation: $16.00 hourly
Benefits: This is an hourly position with no benefits beyond those which are required by law.
Posting date: 03/07/2025
Application deadline: 03/21/2025 or until filled

Please submit cover letter, resumé and references, and applicable certifications to:

Jessica R. Ross, Human Resources Coordinator
Email: jobs@moisd.org

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