



Mecosta-Osceola Intermediate School District

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

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2324-27

**NOTICE OF
VACANCY**

DISTRICT COURIER

REPORTS TO: MOISD Operations & Maintenance Supervisor LOCATION: Mecosta-Osceola Intermediate School District	START DATE: As soon as possible
COMPENSATION: \$16.00 hourly BENEFITS: MPSERS Retirement Plan	FLSA: Non-Exempt, Non-Administrative
DURATION: Part-time position: Tuesdays & Thursdays during the school year, approximately 6 hours per day.	POSTING DATE: January 16, 2024

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.
- 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.
- Load and unload vehicle.
- Check materials in and out.
- Maintain appropriate documentation of receipts and deliveries.
- Provide reliable and ethical service of duties with minimal supervision.
- Maintain regular, reliable and punctual attendance.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Observe legal and safe driving practices.
- 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.
- Establish and maintain effective working relationships with those contacted during the performance of required duties.
- 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.

Deadline: January 20, 2024 or until filled.

Please submit cover letter, resumé, transcript, and references to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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