Transportation Person II (0749)

Basic Purpose/Job Function: Delivering supplies, equipment, mail and other items between campuses and other outlying areas or performing parking control and enforcement functions.

Examples of Titles Replaced: Mail Carrier II; Parking Control Assistant; Warehouse Clerk/Delivery Person

Typical Functions May Include:
1. Assembling and casing parcels and packages in priority order into assigned route cases and loading into assigned full-size vehicle
2. Separating incoming and outgoing parcels and packages into proper routing areas for dispatching, distributing or metering
3. Completing necessary forms, maintaining assigned route book and delivery logs manually or by computer
4. Enforcing parking regulations, issuing parking citations and/or impounding of vehicles
5. Performing traffic control and security functions for special events.
6. Responding to questions, complaints and emergencies
7. Operating communications equipment and gate access control systems
8. Cross-training on other routes and operation of vehicles or postage machines
9. Inspecting vehicles daily and reporting problems to supervisor
10. Cleaning work area as needed
11. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Has no regular supervisory responsibility. May train others in similar positions.

Supervision Received: Receives general supervision

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 6 - 12 months  
  **Type**: Transportation
- **Skills**: Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand basic written materials; basic computer knowledge
- **Special Requirements**: Regular exposure to disagreeable conditions, extreme temperature changes, odors and loud noises; regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds; may wear and maintain uniforms and work shift work; background and drivers license check required upon employment. Drug test may be required.
- **Licenses**: Valid Oklahoma State driver’s license; other determined by nature of job and/or department
- **Certifications**: Determined by nature of the job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.