

**MOTOR VEHICLE OPERATOR - HEAVY**  
**Division of Enterprise Operations**

**Position 021279**

**Under the general supervision of the Enterprise Program Supervisor, this position will provide incoming Inter-Departmental (Inter-D) mail, USPS mail, sensitive mail, mail processing and distribution to several state agencies. This position will verify and accept responsibility of incoming receipts for multiple types of mail and critical documents. This position will recognize and follow procedures when handling suspicious mail and packages. This position will perform Pre-Maintenance Checks and Services (PMCS) on assigned vehicles and maintain associated logs and checklists and provide a clean and safe work environment.**

Goals and Worker Activities:

**30% A. Provide incoming Inter-Departmental (Inter-D) mail, USPS mail, sensitive mail, mail processing and distribution services to supported agencies.**

A1. Operate any one of five mail delivery vehicles on five different mail routes as necessary or assigned.

A2. Deliver and pickup all USPS mail and Inter-D mail daily on a pre-determined route using both CDL rated trucks with air brakes and non-CDL rated trucks.

A3. Maintain familiarity with the organization of state government in the City of Madison, department locations, post office (P.O.) box numbers and locations, the unit's established sort scheme and inter-D mail procedures.

A4. Use safety gear as necessary and/or provided to include the use of seat belts while operating vehicles.

A5. Transport freight in between runs when time permits.

**25% B. Load and unload secure mail and freight into and out of vehicles.**

B1. Lift and handle large mail containers and heavy cartons up to 50 pounds, repetitively throughout the day.

B2. Operate all manual and power equipment necessary for the loading and unloading of the mail trucks. Observe all safety rules including proper lifting techniques.

B3. Load the mail truck in the most efficient manner to ensure quick and convenient loading and unloading at all stops. Ensure the load weight is properly distributed and the cargo is secured for safe transportation.

**25% C. Maintain security of critical and sensitive documents and packages**

C1. Verify and accept responsibility of incoming receipts for USPS sensitive mail, express, certified and registered mail as well as other critical documents that are of a time sensitive nature. Verify, sign for and deliver each certified, express document or other valuable packages. Secure signatures for receipt of time sensitive mail.

C2. Recognize and follow procedures when handling suspicious mail and packages.

C3. Review safety procedures regularly on recognizing suspicious mail, how to secure and process it.

**10% D. Perform Pre-Maintenance Checks and Services (PMCS) on assigned vehicles. Maintain maintenance logs and PMCS checklists. Provide a clean and safe work area including the inside of the cab and outside of the assigned mail trucks.**

D1. Perform PMCS on assigned vehicle daily, weekly and semi-monthly basis; maintain maintenance logs and PMCS checklists. Identify and report any maintenance/safety concerns immediately to the supervisor.

D2. Contact the state contracted Maintenance Company for all repairs and general maintenance for approval. Contact repair shop to schedule vehicle repairs and/or maintenance.

D3. Keep vehicle neat and clean inside the cab and outside the mail truck.

**5% E. Meet or exceed the DOA established employee Core Competencies of Communicator; Team Player; Innovator; Learner; Role Model; and Work Ethic.**

E1. Communicate clearly and concisely in verbal, written and electronic formats. Listen to achieve understanding. Is always professional and courteous. Solicit clarification on work assignments, check-in points and deadlines as necessary. Keep supervisor and other staff informed as appropriate.

E2. Contribute toward making each workday a favorable experience by maintaining a positive attitude, avoiding negativity and being someone co-workers like to be around.

E3. Display a positive attitude through respectful, courteous, enthusiastic and confident interactions with co-workers, customers and supervisors.

**5% F. Perform other duties as assigned.**

F1. Assist in any other unit of the section as needed or directed.

F2. Perform other related tasks as necessary or assigned.

**Knowledge, Skills, and Abilities:**

1. Knowledge of safe and efficient motorized vehicle and equipment operating practices
2. Knowledge of safe lifting and carrying techniques
3. Knowledge of mechanical procedures for vehicle and equipment maintenance
4. Knowledge of traffic regulations
5. Ability to create and maintain documents and files
6. Knowledge of record keeping and file maintenance techniques
7. Oral and written communications skills
8. Ability to work independently
9. Ability to establish and maintain effective working relationships
10. Problem solving skills
11. Customer service skills
12. Computer software application skills, e.g., Microsoft Office Suite

**Special Requirements:**

Must possess, **or be able** to obtain within six months of appointment, a valid commercial driver's license. Ability to lift and carry up to 50 pounds; bend, stoop, twist, pull and push with or without accommodation.