



## **JOB TITLE: MAIL AND MATERIAL HANDLER**

Classification: Classified  
Salary Range: 23

Retirement Type: PERS\*  
Board Approved: April 15, 2024

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Mail and Material Handler receives, sorts, and processes incoming and outgoing mail and packages for the District. Inspects, distributes, stores, ships, and delivers supplies, equipment, and other items. Makes deliveries and pick-ups to/from various locations and facilities both on and off campus. Operates machines and equipment used in mail processing and the warehouse. Maintains stockroom and warehouse in a clean and orderly condition.

### **REPRESENTATIVE DUTIES:**

Receive, inspect, and sign for mail, packages, and other deliveries, including palletized goods, bulk or heavy items, and crated materials. Check merchandise for damages, shortages, or other discrepancies. Document deliveries in accordance with departmental procedures.

Verify merchandise shipments received against purchase orders, invoices, and/or packing slips. Notify supervisor of any discrepancies or issues encountered.

Sort and process mail, packages, and other items. Determine appropriate postage rate for outgoing mail and properly affix postage. Research information as needed. Wrap and label packages as needed. Prepare and process appropriate forms and paperwork for insured, express, registered, and certified mail as required by current postal regulations. All related to shipping and receiving.

Pick-up, deliver, load, and unload mail, materials, supplies, boxes, crates, furniture, equipment, and other heavy items using proper safety techniques. Locate, pull, and prepare items for delivery. Make deliveries and pick-ups to/from various locations and facilities both on and off campus in a timely and safe manner. Assist in loading and unloading large delivery trucks, as needed. Deliver materials, furniture, equipment, and supplies, to all District locations as needed. All related to shipping and receiving.

Perform clerical work related to warehouse and mail operations. (e.g., prepare and maintain records on postage used by various departments; inventory records; input data; process forms; complete supply requisitions for stock items; stock shelves; answer phone and email inquiries; research and locate purchase orders.)

Maintain and update an online inventory system. Input system information including vendors, stock numbers, and site locations. Record stock received and delivered, including cost per use. Participate in periodic inventory procedures as assigned.

Operate District-owned equipment in a safe manner (e.g., forklifts, pallet jacks, hand trucks, other material handling equipment, motorized vehicles, utility carts, mailing machines, scales, and meters.)

Perform routine and minor maintenance of mailing equipment (e.g., mailing machines, scales, meters) to ensure proper working condition at all times.

Provide information and assistance to District personnel regarding current procedures and preparations required for processing mail or packages, shipping, and receiving.

Communicate clearly and professionally with department representatives or vendors and respond to questions regarding stock requests, mail requests, or the status of various orders.

Maintain all storage/warehouse facilities in a clean and orderly condition. Perform general cleaning on a regular basis of storage/warehouse facilities.

Perform other related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: graduation from high school and one year of experience performing warehouse duties.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Knowledge of methods and practices used in receiving, storing, disbursing, and delivering supplies and equipment.

Knowledge of postal and shipping rates, rules and regulations and technological advances in mail processing equipment.

Knowledge of record-keeping techniques.

Experienced in proper methods of storing equipment, materials, and supplies.

Abilities/Skills:

Ability to sort and distribute incoming and outgoing mail, shipping and delivery.

Ability to alphabetize and compare names and numbers quickly and accurately.

Ability to maintain routine records.

Ability to adapt to changes and keep abreast with updated technology.

Ability to meet schedules and deadlines.

Ability to operate motorized vehicles, forklifts, and other material handling equipment.

Ability to understand and follow oral and written directions.

Ability to communicate effectively both orally and in writing.

Ability to add, subtract, multiply, and divide quickly and accurately.

Ability to operate computerized systems.

Licenses or Other Requirements:

Possess a valid California driver's license.

Possess currently valid Keenan safety certifications related to job duties or successful completion of Keenan safety certifications during the 6-month probationary period, as assigned by supervisor.

**WORKING CONDITIONS:**

Routinely lift, carry, push, or pull objects up to 50 lbs.  
May occasionally be required to lift objects over 50 lbs.  
Operate a motorized vehicle.  
Indoor and outdoor work.  
Twisting, standing, reaching, and bending required.  
Manual dexterity.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.