

**Cetronia Ambulance Corp
Job Description**

Job Title: Courier
FLSA: Volunteer

Job Number:

Responsibility To: Operations Director

Date: 1/19/2010

Purpose

Transport mail, materials, supplies, and possibly personnel on a daily assigned route. Employees are responsible for the safe and efficient operation and possible routine maintenance of delivery vehicles. Daily tasks and delivery routes are assigned by a supervisor; however, when actually delivering materials, work is performed without immediate supervision.

Essential Job Functions

- Operates an automobile, ambulance, or paratransit van to transport mail, supplies, equipment and other materials to designated facilities or crew members in the field
- Makes deliveries to specific departments, offices or persons;
- Picks up items from designated facilities for immediate, next day or future delivery;

Knowledge

- Principles and practices of safe motor vehicle operation and maintenance.
- Traffic laws, ordinances, and rules involved in motor vehicle operation.
- Geography of the local community.

Technical Skills

- Communicating effectively at all levels, both orally and in writing.
- Planning, coordinating and scheduling work assignments

Behavioral and Physical Skills

- Ability to communicate effectively
- Ability to perform tasks independently with little or no supervision

Certification(s) and/or License(s)

- Must possess and maintain a valid State of Pennsylvania driver license.
- High School graduate or equivalent