

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Mailroom Clerk - Building/Grounds Maintenance Worker**

### **POSITION OVERVIEW**

Employee is responsible for the Academy Mailroom. Tasks are normally accomplished within well-defined parameters. Fastidious attention to detail, strong verbal and written communication skills, and excellent external and internal customer service skills are required. Computer skills are essential.

Employee performs simple, manual tasks necessary to maintain cleanliness, an orderly appearance, and sanitation of the Academy grounds, roads, walks, and buildings. Work is performed within well established procedures with written and verbal instructions. This position is considered "Essential" during emergency weather events and other major evolutions on campus.

This is a 12-month, bargaining unit, hourly staff position with benefits.

### **DUTIES**

- Mailroom
  - Staff the mailroom
  - Enters student mail and packages into Locker system for student retrieval.
  - Sorts, posts, and redirects mail for internal and external deliveries.
  - Operates and maintains postage meters and scales. Operates other office equipment.
  - Distributes custodial supplies.
  - Sorts and delivers incoming mail by department and/or employee to ensure timely distribution.
  - Sorts and delivers interdepartmental mail including notices and memoranda.
  - Picks up departmental mail.
  - Processes and weighs outgoing mail.
  - Maintains records of receipt, mailing dates, and other required information.
  - Replenishes postage on the postage meter as needed.
  - Stocks supplies needed for the mailroom.
  - May be required to retrieve and deliver mail/packages at the post office facility.
  - May be required to deliver packages and mail to Academy offices.
  - May supervise students.
  - Performs other related duties as assigned.
- Building/Ground Maintenance
  - Regular attendance is required.
  - Cleans buildings as directed in accordance with department standards.
  - Sweeps walks and picks-up litter.
  - Moves furniture and equipment within buildings and to/from trucks as required.
  - Shovels and/or sweeps snow.
  - Reports items in need of repair to a supervisor.
  - Replaces light bulbs.
  - Unlocks and secures buildings as necessary.
  - May make beds and issue linen.
  - Washes, dries and folds laundry as assigned.

- Mows grass, waters lawns, feeds and trims shrubs, tends to flower beds, and inspects assigned work areas to ensure proper standards are maintained.
- Operates a variety of building maintenance and/or lawn and grounds equipment, including floor scrubbers, carpet extractors, buffers, power mowers, snow plows and/or snow blowers.
- Performs minor mechanical work and adjustments of all building maintenance and/or lawn and grounds equipment.
- Cleans and operates building maintenance equipment as directed and in accordance with department standards and policy.
- Picks-up and properly disposes of Academy solid waste at designated disposal sites.
- May transport and deliver supplies and other light items throughout the Academy.
- May perform painting duties.
- May perform mail distribution duties as assigned.
- Performs other related duties as assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

## **SKILLS**

- Good communication skills.
- Basic understanding of operating instructions and processes for machines.
- Basic understanding of, or the ability to learn, locations and organizational structure of the company.
- Basic understanding of postage rates and regulations.
- Ability to correctly sort and distribute large amounts of mail.
- Ability to understand and follow written and oral instructions.
- Ability to complete projects in a timely manner.
- Ability to work well as a part of a team and to work independently when needed.
- Ability to accomplish work priorities, meet changing expectations.
- Ability to work collaboratively within a team is essential.
- Consistently demonstrate Maine Maritime Academy's values.
- Communicate effectively – share information and engage in candid and open dialogue.
- Focus on customers – work to exceed expectations of internal and external customers.
- Ability to train on wide variety of cleaning and grounds equipment/vehicles required.

## **MINIMUM QUALIFICATIONS**

- High school diploma or general education degree (GED) preferred.
- Valid Class C Driver's License and a clean driving record.
- Custodial or related work experience preferred but not required.
- Mailroom or related work experience preferred but not required.
- Able to work nights and weekends and in adverse weather conditions.
- Able to understand written and oral instructions.

## **SPECIAL CONDITIONS**

- Criminal background check required.
- Tobacco-Free Campus

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- Exerting up to 50 pounds of force infrequently, and/or up to 10-20 pounds of force to move or lift objects occasionally.

- Ascending or descending ladders, stairs, using feet and legs and/or hands and arms. Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- Works with standard cleaning materials and chemicals
- Adverse weather conditions, shift work.

Job Title: **Mailroom Clerk - Building Grounds  
Maintenance Worker**

Wage Grade:	<u>9</u>	Total Points:	<u>266</u>
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	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	3	72
2	Effort		
	I. Mental and Visual Effort	3	16
	II. Physical Effort	4	40
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	I. Injury to Others	2	16
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	1	8
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	2	16

Date of last reclassification	<u>11/16/2022</u>
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