



**Courier  
Part Time  
Floyd County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the part time position of Courier to be located on the Floyd County Campus and will be required to travel to other campuses to meet operational requirements. This position will report to the Director of Facilities Management. The Courier is responsible for transporting mail and/or materials to all campuses in a vehicle, and for maintenance of the vehicle.

**Duties/Responsibilities:**

- Operates a motor vehicle in order to transport mail and/or materials.
- Assists in loading and unloading packages, goods and materials;
- Reports all accidents, incidents and/or breakdowns involving vehicles(s) while in use: makes arrangements for vehicle towing and/or alternate transportation if needed;
- Performs and/or assists with preventive maintenance of vehicle. Checks fuel, oil, battery, etc. to ensure continued operation;
- Records a variety of required data on appropriate forms (i.e., mileage, fuel consumption, passenger information, maintenance and repair needs, etc.);
- Performs general maintenance of office areas and grounds. i.e., cleans and/or mops floors, rest rooms, tables, appliances, etc. as necessary. Inspects first-aid kits and fire extinguishers to ensure continued and safe operations;
- Other duties as assigned.

**Competencies:**

- Excellent vision and hand-eye coordination to stay safe while driving
- Ability to operate vehicles carefully and competently, following all traffic laws
- Ability to safely operate two-way radio and/or cellular telephone
- Ability to recognize defects in the equipment that impact safety
- Ability to perform pre-trip vehicle safety inspection
- Knowledge of traffic laws
- Take appropriate security precautions with packages
- Skill in interpersonal relations and in dealing with the public

**Minimum Qualifications:**

Possess a class C Georgia motor vehicle operator's license.

**Preferred Qualifications:**

2 years or more experience as a courier. Ability to work unsupervised with emphasis on punctuality.

**Physical Demands:**

Physical ability to load and unload heavy cargo, 50 lbs. minimum. The employee occasionally lifts or moves objects. The ability to operate a vehicle and sit for extended periods.

**Salary:** \$15.00 per hour

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets **MUST** be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).