

HEAD HOSPITAL COURIER

GENERAL STATEMENT OF DUTIES: Supervises the daily operation of the Westchester County Medical Center Hospital Courier Service; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for the supervision of the Courier Service at Westchester County Medical Center, including the transportation of patients throughout the hospital, the operation of a courier service and a small post office. Supervision is exercised over a number of couriers.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the Couriers in the performance of their duties;

Coordinates delivery schedules to effect timely and efficient deliveries;

Plans work activity of Couriers;

Trains and instructs staff in proper techniques and procedures;

Evaluates operation of courier service and effects improvements as needed;

May serve as Courier when needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of techniques of safe patient and specimen handling; good knowledge of effective operation of a hospital courier service; good knowledge of the operation of an institutional post office; ability to plan and supervise the work of others; ability to read and carry out written and oral instructions; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) High school or equivalency diploma or graduation from a trade school and two years experience in transporting patients or sorting and delivering mail, supplies or materials; or (b) four years experience as defined in (a) above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid New York State Driver's License, appropriate for the vehicles operated. If assigned to drive heavy motor equipment, as defined in the Commercial Motor Vehicles Safety Act, incumbents will be required to possess a Commercial Motor Vehicle License with required endorsements. Under New York State law applicants for the CDL must be 21 years old.