

SENIOR HOSPITAL COURIER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for patient transport, courier and mailroom functions at the Westchester Medical Center as needed. This class differs from the Hospital Courier class in that a lead function may be assigned over other couriers or greater independence of action may be required in carrying out a greater scope of activities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in supervising the sorting of United States and interoffice mail, preparing it for delivery throughout the Hospital;

Oversees the activity of a number of couriers on their assignments within the hospital;

Assists in training new employees;

Drives delivery vehicles for special deliveries;

Serves as delivery liaison between Westchester Medical Center, County Office Building and other locations outside the Westchester Medical Center, as directed;

Performs and monitors scheduled and on call transportation of patients, supplies and inventory within the hospital;

Serves as a courier as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of techniques of transporting patients, specimens, mail and supplies safely and efficiently; ability to follow oral directions; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) satisfactory completion of two years of a standard high school or trade school course, or higher, and one year of experience in the transport of materials, patients or passengers, clerical work which involved the sorting and distribution of mail, or as a nursing aide; or (b) three 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.

West. Co.
J.C.: Non-Competitive†
MAP5

Job Class Code: C0959
Job Group: IV