



JOB DESCRIPTION

JOB TITLE: Courier/ Maintenance Worker
SCHEDULE: Monday - Friday, 30-40 hours weekly

GENERAL SUMMARY

Is responsible for handling incoming and outgoing mail and interbank deliveries. Performs general maintenance and repair of buildings, facilities, equipment and janitorial duties.

ESSENTIAL JOB FUNCTIONS

- Picks up mail at post office and work from branches and delivers to main office
- Transports currency, coin, and supplies between main office and branches
- Sorts mail and transports to post office by deadline
- Performs regular maintenance on bank vehicle
- Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, and painting tasks. Repairs and treats structures such as floors, sinks, and walls. Changes filters on heating, ventilating and air conditioning units. Moves and assists in moving furniture and equipment at various facilities.
- Maintains grounds in clean and orderly manner.
- Maintains records of scheduled maintenance procedures.
- Other duties as assigned by supervisory personnel.

SKILLS

- Ability to drive and possesses a valid driver's license.
- Ability to read for mail sorting.
- Ability to effectively use a variety of hand and power tools.

EXPERIENCE/EDUCATION

High school graduate or general education degree (GED) and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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