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Position: Courier/Maintenance Technician

Reports to: Lead Branch Manager

Purpose: The successful applicant will be reliable and detail oriented. This dual role is crucial for ensuring the smooth operation of our credit union by handling both courier duties and general maintenance tasks.

Key Responsibilities:

Courier Duties:

- Safely transport documents, packages, and other items between branches and to external partners.
- Ensure timely and accurate delivery of all items.
- Maintain accurate records of deliveries and pickups.
- Handle sensitive and confidential information with discretion.

Maintenance Duties:

- Perform routine maintenance tasks such as changing light bulbs, minor plumbing repairs, and basic carpentry.
- Conduct regular inspections of facilities to identify and address maintenance needs.
- Coordinate with external vendors for larger repair and maintenance projects.
- Ensure all maintenance tools and equipment are in good working condition.

Requirements:

- High school diploma or equivalent.
- Valid driver's license with a clean driving record.
- Previous experience in a courier or maintenance role preferred.
- Basic knowledge of maintenance procedures and tools.
- Strong organizational and time-management skills.
- Ability to lift and carry heavy items as needed.

Skills:

- Excellent communication and interpersonal skills.
- Attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team.
- Dependable and trustworthy.

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Dallastown | Downtown | East York | Manchester | West York

Physical Requirements:

- While performing the duties of this job, the employee is required to have the ability to sit, stand and walk throughout the workday; the position requires the use of fingers, hands, and arms to use the phone and keyboard on a consistent basis; the position may need to lift and/or move up to 50 pounds on occasion. Specific vision required for the position include close vision, distance vision, and the ability to adjust focus, such as to work on computers. Traveling is required for this position. The position may require the employee to sometimes work irregular or extended work hours.

Work Environment:

- The standard work environment has moderate noise levels associated with members, computer equipment, and phone conversations.

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