

USPS Driver Helper Job Description

- Deliver mail to customers' homes or businesses
- Pick up mail from post offices, sorting facilities, and other locations
- Sort mail into appropriate boxes for delivery
- Load mail onto trucks and trailers
- Drive trucks and trailers
- Ensure timely delivering of mail
- Follow safety procedures when driving vehicles
- Assist with special projects and events
- Keep records of deliveries
- Count money received at the end of each day
- Take vehicles to work sites
- Use computers to sort mail
- Work closely with supervisors and coworkers
- Perform routine maintenance of equipment
- Maintain cleanliness of vehicle
- Report accidents and incidents
- Respond to emergency situations
- Handle customer complaints.