**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Mail Driver

**Job Number:** SB-021

**NOC:** 7514

**Band:** 2

**Department:** Financial Services

**Supervisor Title:** Manager **,** Print & Retail Services

**Effective Date:** March 9, 2017

**Key Activities**

1. Deliver mail/parcels and library books to and from offsite locations and service point on campus.
2. Drive van and assist in delivering mail and parcels to various University buildings. Pick up outgoing mail, print jobs and packages at same time.
3. Record driving/delivery information in log book.
4. Handle perishable and hazardous goods; understand and conform to current government standards.
5. Shuttle small group of Library staff to and from Lakefield location, as required.
6. Provide back up for MV1 Scheduler/Driver and Post Coordinator in terms of delivering and sorting mail/parcels, time permitting.

**Education**

Secondary school grade 12 diploma.

**Experience Required**

1. Six months related experience delivering/sorting/picking up mail/parcels.
2. Must be physically capable of routinely lifting/handling heavy materials.
3. Must be familiar with perishable and hazardous goods and how they are to be handled; understand and conform to current government standards.
4. Excellent organization skills; general knowledge of record keeping techniques.
5. Demonstrated skills in, and commitment to, customer service and continuous improvement.
6. Demonstrated ability to work independently.
7. Specific knowledge of vehicle operation.
8. Must hold a valid Ontario Driver’s Licence – Class ‘G’ minimum; as a condition of employment, verification of competency is required by producing an original Province of Ontario driver’s abstract, current to within 30 days of the date of the conditional job offer.
9. Criminal Record Check (dated within the last 6 months) will be a required condition of employment.