**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** MV1 Scheduler & Driver

**Job Number:** SB-083

**NOC:** 7514

**Band:** 3

**Department:** Financial Services

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

**Last Reviewed:** May 5, 2015

**Key Activities**

1. Book, schedule and drive the MV1 Access Shuttle.
2. Pick up, drive and drop off MV1 users using the Access Shuttle.
3. Maintain log of daily driving.
4. Pick up and drop off MV1 users following the procedures and processes provided in training.
5. Act as a liaison between Access Shuttle and Walkhome for organization purposes.
6. Deliver mail/parcels, and record courier and parcel deliveries to the University using UPS tracking system.
7. Drive MV1 and on occasion the Mail Cube Van to deliver all mail and parcels to University buildings; pick up outgoing mail, print jobs and packages.
8. Handle perishable and hazardous goods; understand and conform to current government standards.
9. Deliver mail and parcels to Traill College; sort mail and pick up outgoing mail and parcels.
10. Provide back up for Post Coordinator (including sorting mail), time permitting

**Education**

Secondary School Diploma.

**Experience Required**

* Six months related experience delivering/sorting/picking up mail/parcels.
* Must be familiar with computer programs and usage of scheduling software.
* Related customer service experience an asset.
* Must be physically capable of routinely lifting/handling heavy materials.
* Must be familiar with perishable and hazardous goods and how they are to be handled; understand and conform to current government standards.
* Must be familiar with AODA standards
* Excellent organization skills; general knowledge of record keeping techniques.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Demonstrated ability to work independently.
* Specific knowledge of vehicle operation.
* 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.
* Criminal Record Check (dated within the last 6 months) will be a required condition of employment.

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals.*

Internal:

* Staff
* Faculty
* Porters
* Students

External

* Post Office
* Couriers
* Mechanics

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

* Fine motor skills - Keying information into ups portable machine, have to be accurate to get correct information.
* Using software for booking and scheduling
* Dexterity - Driving and parking the mail truck in downtown traffic and on campus where
* high pedestrian traffic.
* Co-ordination - Lifting and moving freight safely, usually alone.
* Hearing - Must be constantly aware of what's going on around you, i.e. while driving, parking.
* Visual - Ensure that truck is loaded safely so no shifting or falling of load.

 - Checking over the vehicle

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental:

* Sustained attention
	+ Driving, loading the truck
	+ Driving, helping users in and out of the vehicle
	+ Scheduling the users appointments and delivery schedule of mail and printshop
	+ Interaction with clients

Physical:

* Repeated lifting - Considerable lifting for shipping and receiving of goods
* Assisting loading and unloading users of the MV1
* Walking from shuttle to colleges to deliver mail and pick up outgoing mail

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

Physical

* Poor weather - Driving conditions
* Noise, fumes, extremes of hot and cold - Traffic, loading docks

Psychological:

* Dealing with frustrated people - Looking for lost mail or waiting for packages
* Interacting with people with accessibility issues
* Interacting with people with injuries
* Fastpaced
* Fragmented duties: sometimes driving people, sometime driving mail
* Required to be flexible in scheduling