**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Print & Logistics Agent

**Job Number:** SB-087

**NOC:** 7514

**Band:** 3

**Department:** Financial Services

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

**Last Reviewed:** October 22, 2019

**Key Activities**

1. Deliver mail and parcels across campus, including Traill.
2. Drive departmental 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. Deliver received chemicals to individual labs.
6. Provide back up for SRC (Shipping Receiving Centre) staff in terms of back up for vacation, sickness and overflow. Includes sorting mail/parcels, posting incoming mail and preparing outgoing courier packages.
7. Provide back up for Print Shop staff in terms of packing and billing jobs, stocking shelves, delivering paper to campus users, processing scantrons and finishing work.

**Education**

Secondary school grade 12 diploma.

**Experience Required**

* 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.
* Specific knowledge of vehicle operation.
* 6 months related experience delivering/sorting/picking up mail/parcels.
* 6 months related experience in production, finishing and imposition in a print shop environment.
* 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. TDG an asset.
* Must have excellent organization skills and show strong attention to detail.
* Demonstrated knowledge of record keeping techniques.
* Demonstrated skill using various computer programs including, the compliment of Microsoft Office Suite, at a proficient level.
* Demonstrated skill in a print production environment.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Demonstrated ability to work independently.
* 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 - requesting information and dropping off and picking up mail
* Faculty - requesting information and dropping off and picking up mail
* Students - requesting information and dropping off and picking up mail
* Contact can be confrontational due to misplaced or misdirected mail

External

* Post Office
* Couriers
* Mechanics
* Print shop customers

**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/Dexterity/Co-ordination – print finishing, binding, trimming, sorting mail and machine operation.
* Touch - Machine Operation
* Visual - Mail sorting and machine operation, reading scantrons and interpreting data
* Visual/touch/smell - Handling of packages, print jobs
* Using software for billing, running scantrons and postage machine
* Using scanner to inbound shipments and process data transfer
* Dexterity - Driving and parking vehicle
* Co-ordination - Lifting and moving packages, usually alone.
* Hearing
  + Constantly aware of what's going on around you, i.e. while driving, parking.
  + Listening for door for couriers etc.
  + Listening to machines to ensure there are no issues.
* Visual
  + Ensure that truck is loaded safely so no shifting or falling of load. Checking over the vehicle
  + Awareness of surroundings to make sure nothing will impede access to loading dock and shipping area
  + Awareness of surroundings at Print Shop to ensure pathways are clear, machinery is on/off or running.

**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
  + Touching/working with chemicals and machinery
  + Using software and paying attention to detail
  + Maintaining safe working environment
  + Interaction with clients
  + Mail sorting and stamping
  + Processing marking of scantrons

Physical:

* Walking - Loading delivery truck, receiving merchandise, moving boxes, sorting mail
* Standing - Loading delivery truck, receiving merchandise, moving boxes, sorting mail
* Bending/lifting/carrying/pushing/pulling/extending/reaching - Loading delivery truck, merchandise, moving boxes, sorting mail receiving.
* Keyboarding - Stamping Mail, answer email, inbound packages

**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
* Dusty/Dirty conditions
* Lighting

Psychological:

* Dealing with frustrated people - Looking for lost mail
* Interacting with people with regard to deliveries and shipments
* Fastpaced and required to be flexible in delivery schedule