

CITY OF HAMILTON

CITYHOUSING HAMILTON (OPERATIONS SECTION – LOCATION – 55 HESS ST. ST.)

DELIVERY CLERK (CHH) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Property Manager, perform courier services for CityHousing Hamilton. Responsible to operate a commercial vehicle, deliver and pick up 24 hour notices, newsletters/flyers from offices and CHH buildings across the City of Hamilton. Perform heavy lifting, bending, twisting and moving of materials.

GENERAL DUTIES

Operates a commercial vehicle, picks-up 24 hour notices, newsletters/flyers from CHH offices and delivers to tenants at CHH buildings/townhouse complexes across the City of Hamilton. Performs other ad hoc deliveries as required.

Records confirmation of notice deliveries etc.

Delivers equipment, supplies, educational materials, displays/presentation boards as requested.

Loads, unloads, delivers and stores supplies.

Collects and drops off confidential papers and files.

Changes lock cores as per direction from the Property Manager.

Provides access to townhouse units for servicemen and contractors as arranged by the Property Manager.

Conducts property walkabouts, reports potential hazards appropriately and picks up litter as required.

Performs circle check of vehicles for safety and preventative maintenance issues. Reports collisions and incidents to Supervisor.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Previous experience as a courier in relation to duties listed above, normally acquired through a combination of education or related work experience.
2. Ability to work well with the public and ability to adopt a customer perspective. Previous Social Housing experience and/or experience working with clients with special needs considered an asset.
3. Ability to read, document and understand written and verbal instructions for the operation of simple equipment or the completion of routine office functions such as filing; documentation, communication, as well as delivery instructions and routes specifically in the City of Hamilton.
4. Must possess Class "G" Drivers' License valid in the Province of Ontario. Must provide a clean driving record certificate and ability to maintain same.

5. As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Record and Judicial Matter Check (CRJMC), at their own expense prior to beginning work in this position.
6. Must be physically fit and physically capable of lifting heavy items exceeding 10kg, while bending and twisting.
7. Must have a pleasant, resident focused, courteous manner. Ability to work independently and in a team environment.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
