

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(CITY CLERK'S DIVISION - PRINT & MAIL SECTION – LOCATION – 71 MAIN STREET WEST)

COURIER/MAIL CLERK - CUPE 5167

SUMMARY OF DUTIES

Reports to Supervisor, Print & Mail. Provides courier and mail service for City Departments.

GENERAL DUTIES

Pick up mail and packages at Post Office such as Registered, postage due and Certified mail; deliver to Mail Room.

Sort external and interdepartmental mail and packages.

Use mail machine for metering mail.

Deliver mail, by vehicle or walking, to and from departments and other locations as required.

Drive vehicle; load and unload packages and mail.

Circle check of vehicles for safety and preventative maintenance issues.

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

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.

QUALIFICATIONS

1. Previous experience in a mail room and as a courier in relation to duties listed above, normally acquired through a combination of education or related work experience.
2. Have the ability to read and understand written and verbal instructions for the operation of simple equipment or the completion of routine office functions such as filing; write and convey messages.
3. Must hold a Class "G" Driver's Licence valid in the Province of Ontario.
4. Must be physically fit and able to walk between the various locations for mail and package pick up and drop off.
5. Must be available to perform position duties outside normal working hours as required.
6. Must have a pleasant, courteous manner and relate well to others.
7. Must be physically capable of lifting up to 50 lbs.
8. Must provide a clean driving record certificate.