

## CITY OF HAMILTON

### CORPORATE SERVICES DEPARTMENT

(CITY CLERK DIVISION – ELECTIONS/PRINT & MAIL SECTION – LOCATION – 71 MAIN ST. W.)

### COURIER/PRINT & MAIL CLERK - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Supervisor, Printing/Mailing. Performs courier/mail delivery and printing/photocopying services for City Departments.

#### GENERAL DUTIES

Picks up mail and packages at Post Office such as registered, postage due and certified mail; delivers to the mail room.

Sorts external and interdepartmental mail and packages. Uses mail machine for metering mail.

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

Circle checks of vehicles for safety and preventative maintenance issues. Drives vehicle, loads and unloads packages and mail.

Operates high speed photocopies/prints material such as Council and Committee agendas, forms and reports in the absence of the Supervisor of Printing/Mailing, or as required. Readjusts/programs photocopying machine according to requirements of each copy order.

Operates finishing equipment such as laminating, padding, Cerlox binding, cutting, punching etc. to complete orders for internal clients.

Requisitions and maintains an inventory of paper and printing supplies such as toners in the absence of the Supervisor of Printing/Mailing, or as required.

Loads machines with paper and supplies such as toner.

Records and calculates printing costs for chargebacks.

Receives and answers routine inquiries from staff, other departments, suppliers and servicemen in the absence of the Supervisor of Printing/Mailing, or as required.

Performs routine preventive maintenance on photocopy and finishing equipment. Contacts equipment service providers as required.

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

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

#### QUALIFICATIONS

1. Previous printing/business experience related to the duties listed above normally acquired through a combination of education and relevant printing experience.
2. Experience in a computerized environment. Proficient working knowledge of Microsoft Office products including Outlook, Word and Excel.

3. Ability to read and understand written and verbal instructions for the operation of mail and print equipment or the completion of routine office functions such as filing, writing and conveying messages.
4. Must hold a Class "G" Driver's Licence valid in the Province of Ontario.
5. Must provide a clean driving certificate.
6. Must be physically fit and able to walk between the various locations for mail and package pick up and drop off.
7. Must be available to perform position duties outside normal working hours as required.
8. Must have a pleasant, courteous manner and relate well to others.
9. Must be physically capable of lifting up to 50 lbs.