

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE CONTROL DIVISION – OUTBREAK MANAGEMENT SECTION – LOCATION – 110 KING ST. W., 3rd FLOOR)

DELIVERY CLERK – COVID-19 - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Outbreak Management, perform courier and mail service for Public Health Services. Perform heavy lifting and moving.

GENERAL DUTIES

Operating a vehicle, deliver and pick-up supplies from offices, Public Health Lab and institutional settings within the City of Hamilton, including delivering outgoing mail to Canada Post while wearing personal protective equipment (PPE) as provided by the employer. Provides other ad hoc deliveries as required.

Transport specimens to City and Provincial labs for testing.

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

Load, unload, deliver and store supplies.

Collect confidential papers and files.

Circle check of vehicle for safety and preventative maintenance issues and 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 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. 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 possess Class "G" Driver's Licence valid in the Province of Ontario.
4. Must provide a clean driving record certificate and ability to maintain same.
5. Must be physically fit and physically capable of lifting heavy items.
6. Must have a pleasant, courteous manner and relate well to others.
7. Must have good interpersonal and communication skills.
8. Must be organized and have good time management skills.
9. May be required to work evenings, weekends and statutory holidays.

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.
