

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (HAMILTON PARAMEDIC SERVICES – LOCATION - TBD)

DELIVERY CLERK – HPS – CUPE 5167

SUMMARY OF DUTIES

Reports to the Supervisor, Hamilton Paramedic Service (Logistics). Provides courier service / vehicle movements for all HPS Station locations across the City.

GENERAL DUTIES

Deliver medical supplies for HPS Stations and stock room locations.

Pack and sort supplies for HPS stations, stock room. Stock shelves at locations, update and input required information in HPS supply / inventory management systems.

Deliver medical supplies, by vehicle or walking, to and from Central Stores locations and other locations as required.

Drive vehicle; load and unload packages / supplies

Drive and deliver HPS vehicles to stations and locations throughout the city as needed.

Circle check of vehicles for safety and preventative maintenance issues. Clean and wash HPS delivery vehicle as required.

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 job.

QUALIFICATIONS

1. Previous experience as a courier / delivery driver in relation to duties listed above, normally acquired through a combination of education or related work experience.
2. Demonstrated 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 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.
9. CPR and First Aid Certificate will be required

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.
