

JOB DESCRIPTION

POSITION:	MAIL & DELIVERY ROOM PERSON		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543083
HOURS OF WORK:	40	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Records and Elections and Freedom of Information Coordinator, this position will be responsible for the daily pick up and sorting of the mail for City Hall and to ensure prompt delivery to all City departments and other various buildings throughout the City of Windsor and Essex County; responsible for picking up/or delivery of Agendas, packages, plans, etc; Will be responsible to sign for registered mail. Maintain cordial relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over three (3) months of experience in a computerized office environment;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have a thorough knowledge of local roadway patterns and locations;
- Must be able to complete assigned duties with minimum supervision;
- Must maintain cordial relations with the public;
- Must be able to work in an outside environment exposed to all weather conditions;
- The physical demands analysis associated with this job indicates a medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.