

POSITION: Mail & Delivery Person**JOB POSTING #: 2014-0194****DEPARTMENT:** Council Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543083**POSTING STATUS:** Temporary Full-time**POSITION #:** 00000107**# OF POSITIONS:** 1**GRADE/CLASS:** 0.06**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.25 to \$23.84 per hour**HOURS PER WEEK:** 40.00**DUTIES:**

Reporting to the Manager of Records and Elections and Freedom of Information Coordinator, is 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. Operates safely, refuels, visually inspects and reports deficiencies or damages to a City of Windsor vehicle. Maintain cordial relations with the public and fellow staff; Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. 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 have a thorough knowledge of local roadway patterns and locations
- 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 be able to lift packages weighing up to 50+ lbs.
- 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.
- Must complete a post-offer strength test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

POSTING SPECIFICS:**Posting Period:**

- **Tuesday, August 19, 2014 at 8:30 AM to Monday, August 25, 2014 at 4:30 PM**
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on August 15, 2014