Materials Handler

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Trades and Maintenance
Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Materials Handler

Physical Resources

Temporary full-time from September 6, 2016 to February 3, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0242

Please read the Application Instructions [2] before applying

Reporting to the Stockroom Supervisor, the Delivery/Materials Handler (Materials Handler) works individually or as a member of a team, generally picking up, transporting and delivering a variety of materials throughout campus, as well as off-campus. Specific responsibilities include: Ensuring fitness of delivery vehicle(s); operating material handling equipment such as forklifts, pallet truck, and dollies; operating a five-ton truck with hydraulic tailgate, cube vans, vans and pick-up trucks; loading, delivering and unloading a variety of materials (e.g. furniture, office equipment, boxed items, audio visual equipment etc.) throughout campus, and occasionally to off-campus locations; picking up, transporting and setting up equipment, tables, chairs, staging and similar materials for a variety of events such as convocation, exams, Homecoming, and Alumni Weekend, for example; collecting large-capacity fine paper recycling bins and e-waste; assisting snow clearing crews in the Grounds department as needed during significant snow events; and other associated duties as assigned.

Requirements of the position include: A grade 12 diploma preferred; a valid class “D” driver’s license, and forklift certification, together with a minimum three months’ previous related experience driving and performing deliveries. A clean driver’s abstract is required. Candidates must be physically able to repeatedly conduct the diverse range of motions (primarily bending, lifting and carrying) on a sustained basis as required to perform the core duties of the position. Also required are: excellent communication, interpersonal, customer service and teamwork skills, together with the ability to be effective working with minimal supervision.

Covering Position Number 843-001
Classification CUPE Band 3
0-3 month rate $21.04 per hour
Job Rate $22.15 per hour
Vacancy Consequential
Work Location Throughout the University’s main campus in Guelph, as well as occasionally to and from off-campus locations