Driver (Mail Services)

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REPOST

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

Driver (Mail Services)

Hospitality Services

Temporary full-time from February 1, 2020 to April 30, 2020
Temporary absence of the regular incumbent

Day shift: 7:00 a.m. to 3:30 p.m.

Hiring #: 2020-0034

Please read the Application Instructions [1] before applying

Reporting to the Assistant Manager, Mail Services, the Driver (Mail Services) is responsible for the timely pick up and delivery of mail items to various areas on campus.

In the course of their duties, the incumbent will; Ensure care and cleanliness of vehicles, performing daily circle check of vehicles and report any suspected mechanical defect of equipment or vehicle to Assistant Manager, Mail Services; unlock the mail room, removing full mail carts to loading dock area; Load and unload truck several times during the course of their shift; Deliver maximum load of large mail bags and parcels to main buildings; Deliver and pick up mail to and from departments by truck; Organize and sort empty bags in advance of departmental mail runs; Deliver outgoing mail to Canada Post; Assisting with bagging up parcels for the next day delivery and assisting the Assistant Manager in the paperwork and execution and inspection of dangerous goods being shipped out. There may also be other general duties in the mail room as assigned by the Assistant Manager.

Requirement of the position include: Minimum of grade 10 education (grade 12 preferred), coupled with some experience relevant to this position or equivalent combination of education and experience. Previous experience working with Canada Post and knowledge of regulations and guidelines is preferred. Teamwork, good verbal communication and interpersonal skills are required. Strong organizational skills, tidy and orderly work habits and adaptability are essential. Previous experience driving larger vehicles and a current valid Class G Ontario Driver’s License are required. Candidates must be able to comfortably lift up to 15 kilograms and be physically able to repeatedly conduct the diverse range of motions required for a wide variety of functions. A current and valid Transportation of Dangerous Goods (TDG) Air Certification is required. Prior experience on campus and familiarity with building locations would be considered an asset.

Covering Position Number     021-006
Classification                           CUPE Band 1
0-3 month rate            $21.67 per hour
Job Rate                     $22.81 per hour
Vacancy                             Original
Work Location             Throughout the main campus

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are
traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 01 16
Closing Date: 2020 01 23

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/driver-mail-services

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply