

#1361751

**C.U.P.E. STAFF JOB DESCRIPTIONS**

**POSITION:** **COURIER**

**REPORTS TO:** Supervisor, Transportation

**SUPERVISES:** N/A

**JOB SUMMARY:** The Mail Courier/Delivery Person drives a Division vehicle within the Division, picking up and delivering expeditiously mail, materials and equipment to Division buildings. The Mail Courier/Delivery Person will also be required to pick up and deliver expeditiously materials and equipment to locations outside of the Division and perform other related duties as assigned.

**DUTIES AND RESPONSIBILITIES:**

- delivers mail (including payroll), parcels, boxes, material, equipment (including AV equipment) and supplies to all Division operated buildings on a regularly scheduled basis;
- makes pickups and deliveries on short notice to locations both inside and outside of the Division on a random basis as required;
- ensures the equipment and parcels are properly handled and secured in the vehicle prior to and during-delivery to minimize damage;
- ensures that the vehicle is locked and that the contents is secure when the driver is out of the vehicle;
- operates a Division vehicle in a safe and legal manner and abides by the Provincial Highway Traffic Act at all times;
- ensures that the vehicle used is kept in good operating condition, reporting any mechanical or other problems and/or servicing requirements to the

ADOPTED	REVIEWED	REVISED	PAGE
25/Oct/05			1 of 2
20-13-05			

Supervisor, Transportation. This includes checking fluid levels (oil, water, gas), refuelling and taking the vehicle in for preventative maintenance (oil change, tune-ups);

- keeps the interior and exterior of the vehicle clean, safe and presentable;
- maintains job related knowledge at current levels with Division policy;
- performs other duties as assigned.

**QUALIFICATIONS:**

- high school diploma preferred;
- minimum 1 year related experience to gain skill and knowledge in driving and in effectively loading mail, parcels and equipment to utilize space efficiently;
- must maintain a valid 5<sup>th</sup> Class Manitoba Driver's Licence and a clear driving record;
- ability to understand and follow oral and written instructions;
- ability to communicate and work effectively with Division staff members at all levels and with the public, special interest groups and local businesses;
- ability to work effectively under time pressures;
- ability to prioritize work assignments;
- ability to work without direct supervision;
- physically able to perform assigned duties including lifting objects in excess of 25 kgs.

Approved August 29, 1994

ADOPTED	REVIEWED	REVISED	PAGE
25/Oct/05			2 of 2
20-13-05			