

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Division Courier

REPORTS TO: Directly: Maintenance Manager
Indirectly:

Purpose:

The Division Courier is responsible for daily courier operation for the North East School Division. This includes all facilities, schools and buildings based on a standard route which may be subject to change based on the needs of the organization.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 10 education and Grade 12 or equivalent is preferred
- Knowledge of applicable highways and routes routinely travelled
- Valid Driver's License
- A Clean Criminal Record Check and drivers abstract
- Satisfactory results from a medical examination in accordance and *The Highway Traffic Act*.
- Related training such as courses in defensive driving would be considered an asset.
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to prioritize multiple demands and effectively manage time.
- Ability to execute written and oral instructions for the safe, competent use and operation of equipment
- Work in varied climates and conditions which may include but is not limited to: dust, vapors, fumes or slippery floors
- Ability to do Heavy Load Work which includes:
 - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 30 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Display a positive attitude

Supervision of Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Division Courier shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Operate and maintain the division courier service to all locations and facilities throughout the North East School Division.

- Perform daily safety and maintenance checks on the courier vehicle
- Pick up, Transport and Deliver letters, packages, boxes, computers, and audio visual equipment in a secure and safe fashion having due regard for the safety of children and adults at the pickup and drop off points.
- Communicate and advise the department supervisor about service and repair requirements for their vehicle as required
- Complete and submit all forms, information sheets and the Bus Driver log sheet within the timelines established by the Manager of Transportation
- Clean the vehicle inside and out as scheduled and/or required
- Ensure the division vehicle is safely and securely stored
- Attend any meetings as required by the Maintenance Manager
- Develop and maintain a positive working rapport with the Principals, staff and general public.
- Practice safe work habits at all times.
- Participate in all scheduled in-services as required.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be knowledgeable and supportive of applicable Operational Policies and Procedures
- Will be required to travel and work throughout the division
- Perform other duties as may be required or assigned by the Maintenance Manager.

Judgment, Independence and Client/Peer Contact:

Confidentiality:

The Division Courier is expected to respect the nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Division Courier is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This employee works with school staff, school-based administration and other school-division staff. Contact with other employees is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Maintenance Helper

The salary grid for the Division Courier is tied to the following grid(s):

Non-Unionized Administrative Guidelines – Maintenance Helper

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| Approved By: | Dean Biesenthal, Supt of Human Resources |
| Date Approved: | May 2011 |
| Reviewed: | |