

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

COURIER - CLASS IV

1. **Position Summary**

Under the direction of the Director of Operations and Director of Maintenance/ Custodial Services, run a daily courier for the Seven Oaks School Division within the division and the City of Winnipeg based on a standard route which may be subject to occasional adjustment.

2. **Duties**

- Pickup 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 pick up and drop off points.
- Ensure the security and safety of all materials in transit, particularly small amounts of cash, large cheques and confidential documents.
- Pickup from Department of Education on a daily basis.
- Perform special pick-ups and deliveries, and trace missing materials said to be within the charge of the courier.
- Maintain courier vehicle such as: check fluid levels, wash vehicle and report when vehicle needs servicing.

3. **Education**

- Grade X and/or related experience.
- Class V valid driver's license.
- Knowledge of the City of Winnipeg transport routes.

4. **Experience**

- 3 - 6 months on the job training.

5. **Physical Demands**

- Continuous visual attention and mental concentration while driving.
- Physical strain due to carrying and lifting boxes of printing, book and packages. Occasional lifting of computers and audio-visual equipment.
- Loading and unloading the truck and entering and exiting the truck.

6. **Working Conditions**

- Frequent interruptions and disruptions from the regular schedule. Exposure to road hazards, street dust and heat and weather conditions.