#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Mail Driver

**Job Number:** SB-021 | VIP: 1191

**Band:** OPSEU-2

**Department:** Financial Services

**Supervisor Title:** Manager, Campus Print and Logistic Services

**Last Reviewed:**  September 17, 2024

#### Key Activities:

* Deliver mail/parcels to departments across campus and housing service centres.
* Deliver mail, parcels and print orders to off campus locations in Peterborough.
* Pick up outgoing mail and print jobs at Campus Print for distribution.
* Record driving/delivery information in log book.
* Handle perishable and hazardous goods; understand and conform to current government standards.
* Provide back up for Logistics Agent in terms of sorting mail/parcels, time permitting.

#### Education Required:

* Secondary School (Grade 12) Diploma.

#### Experience/Qualifications Required:

* Six (6) months related experience delivering/sorting/picking up mail/parcels.
* Must be physically capable of routinely lifting/handling heavy materials.
* Must be familiar with perishable and hazardous goods and how they are to be handled; understand and conform to current government standards.
* Excellent organization skills; general knowledge of record keeping techniques.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Demonstrated ability to work independently.
* Specific knowledge of vehicle operation.
* Must hold a valid Ontario Driver’s Licence – Class ‘G’ minimum; as a condition of employment, verification of competency is required by producing an original Province of Ontario driver’s abstract, current to within 30 days of the date of the conditional job offer.
* Criminal Record Check (dated within the last 6 months) will be a required condition of employment.